

Attribute Guidelines – Business Statements (Permit Imprint, Metered and Precanceled Stamps)

#	Attribute	Type	Guidance
1	Permit Holder's Name	Financial	Required for all postage statements
2	Post Office of Mailing	Operational	Required for all postage statements. (Zip Code or Office Name)
3	Type of Postage	Operational	Required for all postage statements
4	Permit Number	Financial	Required for all postage statements
5	Processing Category	Operational	Required for all postage statements. For Form 3700, only applicable if Part A is completed, if Part A is not completed ENTER an 'X'.
6	Mailing Date	Operational	Required for all postage statements
7	Weight of a Single Piece	Operational	Required for all postage statements. For non-identical mailings N/I or a rubber stamp for alternate mailing service agreements is acceptable.
8	Total Pieces	Financial	Required for all postage statements
9	Total Weight	Operational	Required for all postage statements. For non-identical mailings N/I or a rubber stamp for alternate mailing service agreements is acceptable.
10	Number and Type of Containers	Operational	Required for all postage statements. A consolidated (parent) statement contains the totals; the child statement will not necessarily be completed.
11	Automation Price Pieces - Date of Address Matching & Coding	Financial	Required only for 3600, 3602R, 3602N and 3605R if the mailer is claiming automation rates. Verify if Part A or B is complete. The CASS Certificate is not required to be attached therefore the field must be completed. (Date of CASS certificate must be within last 180 days).
12	Enhanced Carrier Route Rate - Date of Address Matching & Coding	Financial	Required only for 3602R or 3602N postage statements and if mailer is claiming a carrier route rate. Verify Parts H, I or J are complete. The CASS Certificate is not required to be attached therefore the field must be completed. (Date of CASS certificate must be within 90 days of mailing date) *Exception – Simplified Address Mailings – How to know? Ask for the required 90-day documentation
13	Enhanced Carrier Route Rate -Date of Carrier Route Sequencing	Financial	Required only for 3602R-3602N postage statements and if mailer is claiming this discount rate. Verify if Part H, I or J is complete. The CASS Certificate is not required to be attached therefore the field must be completed. (Date of CASS certificate must be within 90 days of mailing date) *Exception – Simplified Address Mailings - How to know? Ask for the required 90-day documentation
14	Total Postage	Financial	Required for all postage statements
15	Postage Affixed	Financial	Only required for mailings of pieces bearing metered or precanceled stamps.
16	Signature of Mailer or Agent	Financial	Required for all postage statements. A signature stamp is acceptable if a letter of authorization is on file. (photocopied signatures of any kind are not acceptable)
17	Printed Name of the Mailer	Operational	Required for all postage statements. This cannot be the name of the mail preparer/agent; it must be the name of a person.

Mailer Section

USPS Financial Section	18	Mail Arrival Date and Time	Operational	Required for all postage statements
	19	Additional Postage Payment	Financial	Only required for postage statements adjusted from mailer's entries. Example: If the clerk made an adjustment in the block stating "are postage figures at left adjusted from mailer's entries and response is "yes" that amount would be placed here. If no adjustments are made this field would remain blank. Note: PostalOne will automatically make these adjustments however the adjustment figure must still be entered in this field.
	20	Total Adjusted Postage Affixed	Financial	Only required if adjustments are made (see attribute 19) and the postage was paid by a metered postage strip or permit imprint. Add Total postage from the mailer's entry to attribute 19 and this will be the sum entered in attribute 20. If no adjustments were made this field would remain blank
	21	Total Adjusted Postage Permit Imprint	Financial	Only required if adjustments are made (see attribute 19) and the postage was paid by Permit Imprint. Add total postage from mailer's entry to attribute 19 and this will be the sum entered in attribute 21.. If no adjustments were made this field would remain blank,
	22	Weight of Single Piece	Financial	Required for all postage statements. For non-identical mailings N/I or a rubber stamp for alternate mailing service agreements is acceptable.
	23	Total Pieces	Financial	Required for all postage statements
	24	Total Weight	Financial	Required for all postage statements
	25	Total Postage	Financial	Required for all postage statements
	26	Presort Verification Performed	Operational	Postage statement must be marked either a Y or N
	27	Verifying Employee's Signature	Financial	Required for all postage statements. Signature stamps are not acceptable.
	28	Printed Name of the Verifying Employee	Operational	Required for all postage statements
	29	Date Mailer Notified, Contacted By	Operational	Only required when authorization is needed to make adjustments, ENTER AN "X" if no adjustments necessary.
30	Verification Date (Handwritten Date or Round Stamp)	Financial	Required for all postage statements	

Postage Statement—First-Class Mail—Easy Nonautomation Letters, Cards, or Flats

Post Office: Note Mail Arrival Date & Time (Do not Round-Stamp)

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Use this form for either First-Class Mail or Priority Mail. They may not be combined.

Mailer	Permit Holder's Name and Address and Email Address, If Any		Telephone	Post Office of Mailing 2	Permit # 4	Weight of a Single Piece 0. _____ pound 7
	1			Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled 3 <input type="checkbox"/> Metered	Fed. Agency Code	Number and Type of Containers
				Mailing Date 6	Statement Seq. No. 10	
	Customer No. _____				Processing Category <input type="checkbox"/> Letters (Including Postcards) <input type="checkbox"/> Flat 5	Total Pieces 8

Move Update Method: Ancillary Service Endorsement FASTforward
 NCOALink ACS Alternative Method Multiple

Category	Postage	Presort Level	Price	Number of Pieces	Total
Cards Eligible for Card Prices	Postage	B1. Presorted	\$0.245 x		
		B2. Single-Piece	0.280 x		
Letters	Postage	B3. Presorted	x		
		B4. Single-Piece	x		
Flats	Postage	B9. Presorted	x		
		B10. Single-Piece	x		
Total Postage (Add parts Totals)					14
Price at Which Postage Affixed (Check one) Complete if the mailing includes pieces bearing metered or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = Postage Affixed					15
Net Postage Due (Subtract postage affixed from total postage)					
Additional Postage Payment (State reason)					19
For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.					Total Adjusted Postage Affixed
Postmaster: Report Total Postage in (Permit imprint only) AIC 121					Total Adjusted Postage Permit Imprint
					21

Certification

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.

Signature of Mailer or Agent 16	Printed Name of Mailer or Agent Signing Form 17	Telephone
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USPS Use Only	Weight of a Single Piece _____ pound 22	Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Total Pieces 23	Total Weight 24	
	Total Postage 25		
	Presort Verification Performed? (Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No 26		
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required)		
	USPS Employee's Signature 27	Date Mailed Notified 29	Contact 29
	Print USPS Employee's Name 28	Time	AM PM

Round Stamp (Required):
Date Mail Released **30**

BMEU SOX Compliance

It is imperative that policies associated with mail acceptance are followed. The procedures ensure that Postal revenue is protected and collected appropriately. Ensure that:

- Sufficient funds are on deposit to pay for postage
- The required fees are paid
- Checks are not accepted from mailers on the bad check list
- Negative balances are monitored daily and cleared within 24 hours
- Postage Statements properly completed
- Postage Statements are signed by both the customer and BMEU employee
- Revenue is recorded in *PostalOne!* in a timely manner
- Master Trust accounts are reconciled in timely manner
- Mail verification policies, procedures and rules are followed
- Verification and eligibility for reduced/preferred prices properly confirmed
- Drop shipment documentation is not altered
- Mail is not dropped at unauthorized mail induction point
- Procedures are in place to eliminate bypass mailings
- Required ZAP reviews are performed on Periodicals
- Required advertising reviews are performed on Periodicals
- Periodicals publishing frequencies are verified
- Units close inactive business mail or Periodicals advance deposit accounts and/or refund balances
- A scale is provided and properly tested or calibrated annually