

<b>Verification Procedure</b>			Permit/Publication#
YES	NO	N/A	<b>INITIAL Verification</b>
			<b>Postage Statement</b>
			Clerk: Enter date, time of arrival, and initial in upper right corner
			Is the postage statement signed and dated in ink?
			<b>PostalOne! System - Balance and Fees inquiry screen</b>
			Are required fees paid? If not, do not accept the mail
			Are sufficient funds on deposit? (PI and Periodicals mailings) If not, do not accept the mail
			Is this an authorized Nonprofit Organization?
			Is there an eMIR report for this mailer? (examine mailing for similar errors)
			<b>Documentation</b>
			Is the correct postage statement completed? (All un-shaded areas)
			Does the USPS Qualification Report match the postage statement?
			Are CASS dates current? (Automation and carrier route mailings)
			Is the Move Update Section completed (First-Class Mail and Standard Mail)
			Are all postage computations correct?
			Was the postage statement entered electronically (PW or Mail.dat)? If yes, check the JAT
			<b>Initial Mailpiece Review</b>
			Is the Permit Imprint correct? Are Meter dates / prices correct and legible?
			Does the mailpiece have non-machinable or Not Flat-Machinable characteristics?
			Is the Ancillary Service Endorsement correct and in an authorized location?
			Are markings correct? (ECR, Auto, STD, First-Class Mail, Nonprofit Org, etc.)
			Is there a return address on the mailpiece? (Required for PC, nonprofit, ASE, etc.)
			Is the mailpiece automation compatible? (Tabbing, DPBC, IMb)
			Is the mailer claiming the FULL SERVICE price? If so, conduct IMb device scan
			Are there any FCM / TIF enclosures? (STD, nonprofit and Package Services)
			<b>Presort</b>
			Are sack / tray labels correct and legible? (Destination, content, origin)
			Are origin trays made for each 3D of SCF for the origin office? (If required)
			Are pressure sensitive labels, OELs and facing slips used properly?
			<b>Data Entry</b>
			Determine the weight of a single piece and record on postage statement (minimum 10 piece sample)
			Enter postage statement into <i>PostalOne!</i>
			Record postage statement ID# from <i>PostalOne!</i> on to the hard copy postage statement
Done		N/A	<b>FINAL Verification</b>
			Complete required verification as prompted by <i>PostalOne!</i> (8040, 6116 , Tap Test, Barcode Quality Review, Bundle Prep, 2866, MPCV, Manifest sampling)
			Enter verification results into <i>PostalOne!</i> System
			Complete PS Form 8075-Disqualified Mail Log
			Finalize postage statement in <i>PostalOne!</i> or on MERLIN
			Complete hard copy postage statement

**Note:** This form is to be used to aid clerks in the acceptance of mail. As the clerk completes each item, place a check mark in the appropriate column – YES or NO or N/A if not applicable.