## Mailer Notification Log for Disqualified Mailings

**Post Office:** __________

**Points of Disqualification:**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
<th>P</th>
<th>Q</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Removal Code:**

- **A** = Problem Corrected - Mail Reentered
- **B** = Mail Returned to Customer
- **C** = Mailer Notified - Additional Postage
- **D** = Problem Corrected - Mail Reentered
- **E** = Certification Document not submitted or is authorized/collected mail reentered
- **F** = Certification Document not submitted or is authorized/collected mail reentered
- **G** = Certification Document not submitted or is authorized/collected mail reentered
- **H** = Certification Document not submitted or is authorized/collected mail reentered
- **I** = Certification Document not submitted or is authorized/collected mail reentered
- **J** = Certification Document not submitted or is authorized/collected mail reentered
- **K** = Certification Document not submitted or is authorized/collected mail reentered
- **L** = Certification Document not submitted or is authorized/collected mail reentered
- **M** = Certification Document not submitted or is authorized/collected mail reentered
- **N** = Certification Document not submitted or is authorized/collected mail reentered
- **O** = Certification Document not submitted or is authorized/collected mail reentered
- **P** = Certification Document not submitted or is authorized/collected mail reentered
- **Q** = Certification Document not submitted or is authorized/collected mail reentered
- **R** = Certification Document not submitted or is authorized/collected mail reentered

**Reason Code for Disqualified:**

- **1** = 2866 Errors
- **2** = Insufficient Funds
- **3** = Fees Not Paid
- **4** = Postage Statement Irregularities
- **5** = Indicia/Meter Irregularities
- **6** = Piece Count Difference
- **7** = Improper Endorsement
- **8** = Automation Incompatible
- **9** = Classification
- **10** = Supporting Documentation

**Mail Details:**

- **A** = Date of Mailing
- **B** = MT# (Metered Permit Number)
- **C** = Name of Mailer/Agent
- **D** = Class of Mail
- **E** = Volume
- **F** = Point of Disqualification

**Cost Avoidance:**

- **G** = Cost Avoidance Collected (Column J)
- **H** = Additional Postage from Other Disqual.
- **I** = Cost Avoidance (Column I)
- **J** = Additional Postage from C/A
- **K** = Additional Postage Other

**Additional Notes:**

- **L** = Presort Verification Error %
- **M** = Person Notified Date/Time Contacted
- **N** = Contacted By Clerk's Initials
- **O** = Date of Disposition
- **P** = Placard Code

**Other Details:**

- **Q** = Final Verification
- **R** = Initial Verification
- **S** = Additional Postage from Other Disqual.

**Footer:**

*Mailer Notification Log for Disqualified Mailings*

*United States Postal Service*

*Post Office*
Columns Description

Column A – Date mailing entered at the BMEU
Column B – Type of account and account number
Column C – Name of mailer/agent and owner of mail from 1B on the 2866, Presort Verification Record
Column D – Total number of pieces of mail in the mailing, 1F on 2866
Column E – Class of mail: **FCM**, First-Class; **STD**, Standard; **PL**, Periodicals; **PSVC**, Package Services
Column F – Enter code for when disqualification was found – **I**, Initial; **F**, Final (may be either or both)
Column G – Enter appropriate code number from list of Disqualification Codes (may be more than one)
Column H – Enter percent error from line 5 on the 2866, Presort Verification Record
Column I – Enter cost avoidance amount from Line 10 on the 2866, Presort Verification Record
Column J – Enter **ONLY** when the USPS collects the cost avoidance and the mailing is accepted without corrections
Column K – Enter when additional postage is collected for **non**-presort errors found, such as piece count difference etc.
Column L – Enter the name of the customer contact person and the date and time contacted
Column M – Enter initials of BMEU personnel who contacted the mailer
Column N – Enter the disposition code corresponding to the option that the mailer selects
Column O – Enter the date that the disposition of the mail was resolved with the customer
Column P – Enter the placard information that was assigned to the mailing