

# Postage Statement — Nonprofit Standard Mail Easy — Nonautomation Letters or Flats

Post Office: Note Mail Arrival Date & Time

This form may be used only for a single nonautomation price mailing of identical-weight pieces up to 3.3 ounces. Use PS Form 3602-N for all other Nonprofit Standard Mail mailings. Checklists and other tools for mailers are available on the Postal Explorer website at: [pe.usps.com](http://pe.usps.com).

<b>Mailer</b>	Permit Holder's Name and Address, and Email Address, If Any	Telephone	Post Office of Mailing	Permit No.	Weight of a Single Piece 0 . _____ pound
	USPS Nonprofit Auth. No. _____  Customer No. _____			Statement Seq. No.	If Sacked, Based on <input type="checkbox"/> 125 pieces <input type="checkbox"/> 15 pounds
	Mailing Date				Total Pieces
Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats					

**Part D  
Letters — 3.3 oz. (0.2063 lb.) or Less**

**Part E  
Flats — 3.3 oz. (0.2063 lb.) or Less**

	Part D Letters					Part E Flats				
	Entry	Price Category	Price	No. of Pieces	Total	Entry	Price Category	Price	No. of Pieces	Total
<b>Postage</b>	<b>Machinable</b>									
	D1	None	AADC	\$0.160		E1	None	5-Digit	\$0.233	
	D2	None	Mixed AADC	0.162		E2	None	3-Digit	0.318	
	D3	DBMC	AADC	0.127		E3	None	ADC	0.350	
	D4	DBMC	Mixed AADC	0.129		E4	None	Mixed ADC	0.420	
	D5	DSCF	AADC	0.118		E5	DBMC	5-Digit	0.200	
	<b>Nonmachinable</b>									
	D6	None	5-Digit	0.245		E6	DBMC	3-Digit	0.285	
	D7	None	3-Digit	0.340		E7	DBMC	ADC	0.317	
	D8	None	ADC	0.363		E8	DBMC	Mixed ADC	0.387	
	D9	None	Mixed ADC	0.463		E9	DSCF	5-Digit	0.191	
	D10	DBMC	5-Digit	0.212		E10	DSCF	3-Digit	0.276	
	D11	DBMC	3-Digit	0.307		E11	DSCF	ADC	0.308	
	D12	DBMC	ADC	0.330		Part D subtotal				
	D13	DBMC	Mixed ADC	0.430		Part E subtotal				
	D14	DSCF	5-Digit	0.203		Total postage (add parts subtotals)				
D15	DSCF	3-Digit	0.298		Price at Which Postage Affixed <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither					
D16	DSCF	ADC	0.321		_____ pieces X \$ _____					
					= Postage Affixed					
<b>Net Postage Due (Subtract postage affixed from total postage)</b>										

Move Update Method:  Ancillary service endorsement     FASTforward     NCOALink     ACS     Alternative method     Multiple

For USPS Use Only: Additional Postage Payment (State reason)

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 125**

**Total Adjusted Postage Permit Imprint**

The mailer's signature certifies that: (1) the mailing complies with DMM 703; (2) the income derived from the sale of any products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) and any products and services advertised are substantially related to the nonprofit organization's authorized purpose within the meaning of 39 U.S.C. 3626(j)(1)(d)(ii)(I) and 26 U.S.C. 513(A); (3) the mailing if made by a voting registration official is required or authorized under the National Voter Registration Act of 1993; and (4) it will agree to pay, subject to appeal, any revenue deficiencies assessed on this mailing. 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 supporting documentation comply with all postal standards and that the mailing qualifies for the rate and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone that 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](http://www.usps.com).

Signature of Mailer or Agent

Printed Name of Mailer or Agent Signing Form

Telephone

**See reverse side of form for complete USPS Use Only section.**

# Nonprofit Standard Mail NZ — Instructions

## Nonprofit Standard Mail - Easy Nonautomation Letters or Flats Instructions

Use this form only for nonautomation letters or flats at Nonprofit Standard Mail prices.

**Step 1:** Complete Mailer and Mailing sections.

**Step 2:** Complete the Postage section for applicable category - Presorted Letters and Flats, as follows:

Fill in the number of pieces at each presort and entry discount level on the appropriate line in Part D or Part E. Multiply the number of pieces by the corresponding postage price. For Permit Imprint mailings, round off to four decimal places. On Postage Affixed mailings round off to three decimal places.

**Step 3:** Add the postage (lines D1 through D5 for machinable letters; lines D6 through D16 for nonmachinable letters; and E1 through E11 for flats). Enter the subtotal for Part D or Part E on the appropriate Part D or E Subtotal line. Enter the Total Postage, rounded off to two decimal places on the Total Postage line.

**Step 4:** Complete the line for Postage Affixed (if applicable). Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces by the postage affixed and put the total in the blank line for Postage Affixed. Subtract the amount of Postage Affixed from the Total Postage; enter remainder in Net Postage Due.

**Step 5:** Read and sign the Certification section, including your telephone number.

**Information:** For more information on mailing standards, prices, and fees, please go to Postal Explorer at [pe.usps.com](http://pe.usps.com).

USPS Use Only	Weight of a Single Piece 0. _____ pound		Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Total Pieces	Total Weight				
	Total Postage					
	Presort Verification Performed? (Check one)		Date Mailer Notified	Contact	By (Initials)	Round Stamp (Required)
	<input type="checkbox"/> Yes <input type="checkbox"/> No					
	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; and (4) payment of required annual fee.					
Verifying Employee's Signature		Print Verifying Employee's Name		Time		
				AM PM		