

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

This form may be used only for a single nonautomation price mailing of identical-weight pieces. 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.

Mailer	Permit Holders Name and Address and Email Address, if Any		Telephone		This is a Political Campaign Mailing <input type="checkbox"/> Yes <input type="checkbox"/> No	
			USPS Nonprofit Auth. No. _____		This is Official Election Mail <input type="checkbox"/> Yes <input type="checkbox"/> No	
		CRID _____				
Mailing	Post Office of Mailing	Mailer's Mailing Date	Permit No.	Federal Agency Cost Code	Statement Seq. No.	No. & Type of Containers
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Weight of a Single Piece 0 . _____ pound		<input type="checkbox"/> Mailpiece is a product sample	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats	Sacks _____ Trays _____ Pallets _____
	Move Update Method: <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> OneCode ACS <input type="checkbox"/> NCOALink <input type="checkbox"/> ACS <input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> n/a Alternative Address Format				Total Pieces	Total Weight
	<input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk Total Postage (Add parts Totals)					
Postage	Price at Which Postage Affixed (Check one) Complete if the mailing includes pieces bearing metered/PC Postage or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = Postage Affixed					
	Permit # _____ Net Postage Due (Subtract postage affixed from total postage)					
	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					
Certification	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 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			Printed Name of Mailer or Agent Signing Form		Telephone	
USPS Use Only To be completed in non-PostalOne! sites	Weight of a Single Piece _____ . _____ 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	Round Stamp (Required) Payment Date			
	Total Postage					
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No (Check one)		Date Mailer Notified		Contact	
	I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee (if required); and (5) sufficient funds on deposit (if required)		By (Initials)		Time AM PM	
	USPS Employee's Signature		Print USPS Employee's Name			
USPS Use Only To be completed in non-PostalOne! sites						

See reverse side of this form for complete Postage section

Nonprofit Standard Mail-Postage (cont.)

Part B Letters-3.3 oz. (0.2063 lb.) or less						Part E Flats-3.3 oz. (0.2063 lb.) or less					
Machinable		Price Category	Price	No. of Pieces	Total Postage	Entry		Price Category	Price	No. of Pieces	Total Postage
B1	None	AADC	\$0.173			E1	None	5-Digit	\$0.278		
B2	None	Mixed AADC	0.191			E2	None	3-Digit	0.346		
B3	DNDC	AADC	0.139			E3	None	ADC	0.400		
B4	DNDC	Mixed AADC	0.157			E4	None	Mixed ADC	0.451		
B5	DSCF	AADC	0.128			E5	DNDC	5-Digit	0.244		
Nonmachinable - 3.3 oz. (0.2063 lb.) or less						E6	DNDC	3-Digit	0.312		
						E7	DNDC	ADC	0.366		
						E8	DNDC	Mixed ADC	0.417		
B6	None	5-Digit	\$0.334			E13	DSCF	5-Digit	0.234		
B7	None	3-Digit	0.427			E14	DSCF	3-Digit	0.302		
B8	None	ADC	0.458			E15	DSCF	ADC	0.356		
B9	None	Mixed ADC	0.546			Part E Total (add lines E1-E15) <input type="text"/>					
B10	DNDC	5-Digit	0.300								
B11	DNDC	3-Digit	0.393								
B12	DNDC	ADC	0.424								
B13	DNDC	Mixed ADC	0.512								
B14	DSCF	5-Digit	0.289								
B15	DSCF	3-Digit	0.382								
B16	DSCF	ADC	0.413								

Nonmachinable Letters Over 3.3 oz. but less than 16 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
B17	None	5-Digit	\$0.140			\$0.676			
B18	None	3-Digit	0.208			0.676			
B19	None	ADC	0.262			0.676			
B20	None	Mixed ADC	0.313			0.676			
B21	DNDC	5-Digit	0.140			0.510			
B22	DNDC	3-Digit	0.208			0.510			
B23	DNDC	ADC	0.262			0.510			
B24	DNDC	Mixed ADC	0.313			0.510			
B25	DSCF	5-Digit	0.140			0.460			
B26	DSCF	3-Digit	0.208			0.460			
B27	DSCF	ADC	0.262			0.460			

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part B Total (add lines B1-B27)

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 on pages 1 and 2 applicable to the mailing presented. For all sections not applicable, enter N/A.

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 section B or section 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 B1 through B5 for machinable letters; lines B6 through B16 for nonmachinable letters 3.3 oz or less; lines B17 through B27 for nonmachinable letters over 3.3 oz but less than 16 oz; and E1 through E11 for flats). Enter the subtotal for Part B or Part E on the appropriate Part B 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 times 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

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.