

# POSTAL BULLETIN

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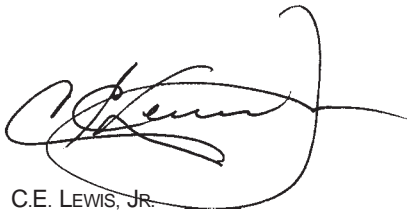
## POSTAL SERVICE MANAGERS AND EMPLOYEES

### SUBJECT: Political Campaign Mail

One of the most important public policy functions of the Postal Service is serving as a trusted partner in our nation's electoral process. The general election on November 7, 2000, will determine not only the presidency of the United States but also the makeup of the U.S. Congress, state executive and legislative branches, and local governments. These mailings will be entered throughout 2000 both in advance of primary elections and the November 7, 2000, presidential/general election.

As a reminder of the requirements for handling political campaign mailings, a reprint of *Postal Operations Manual* (POM) 492, Political Campaign Mail, follows, with minor revisions. For example, sections 492.3, Premailing Assistance, and 492.6, Answering Requests for Information, are revised to reflect current titles and terminology. Also provided is a chart showing the 2000 U.S. Congressional primary dates by state, and, where applicable, primary runoff dates.

Postal Service managers and employees must take steps outlined in this POM instruction to ensure the successful preparation, acceptance, documentation, processing, and delivery of these important mailings. Candidates for the thousands of federal, state, and local offices; campaign organizations; and political committees are relying on the Postal Service to bring their message to America's voters. We must meet these high expectations.



C.E. LEWIS, JR.  
CHIEF OPERATING OFFICER AND  
EXECUTIVE VICE PRESIDENT



DEBORAH K. WILLHITE  
SENIOR VICE PRESIDENT  
GOVERNMENT RELATIONS AND  
PUBLIC POLICY

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**Postal Bulletin Index**

1999 Annual Index .....	PB 22017 (2-10-00)
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**Ordering Information:** Following is the list of postal stock numbers (PSNs) to use when ordering copies of the *Postal Bulletin* from the MDCs:

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PB 22014: 7690-04-000-3993	PB 22001: 7690-04-000-3980
PB 22013: 7690-04-000-3992	PB 22000: 7690-04-000-3979
PB 22012: 7690-04-000-3991	PB 21999: 7690-04-000-3978
PB 22011: 7690-04-000-3990	PB 21998: 7690-04-000-3977
PB 22010: 7690-04-000-3989	PB 21997: 7690-04-000-3976
PB 22009: 7690-04-000-3988	PB 21996: 7690-04-000-3975
PB 22008: 7690-04-000-3987	PB 21995: 7690-04-000-3974
PB 22007: 7690-04-000-3986	PB 21994: 7690-04-000-3973
PB 22006: 7690-04-000-3985	PB 21993: 7690-04-000-3972
PB 22005: 7690-04-000-3984	PB 21992: 7690-04-000-3971

**The *Postal Bulletin* is published biweekly; information is effective for one year unless it changes the text of permanent directives or unless otherwise specified.**

REMINDER

**Political Campaign Mail**

Political campaign mailings will enter the mailstream throughout 2000, in advance of both the primary elections and the November 7, 2000, presidential/general election. This is a reminder of the requirements for these mailings, contained in *Postal Operations Manual* 492, Political Campaign Mail, and a notice of minor revisions to that chapter. These revisions are effective immediately, and the complete text appears below.

Notably, sections 492.3, Premailing Assistance, and 492.6, Answering Requests for Information, are revised to reflect current titles and terminology. Other incidental revisions are included as well. The revisions will be incorporated into an incremental update of the online POM available on the Policies and Procedures page of the corporate intranet (<http://blue.usps.gov/cpim>; click on *Manuals*) and in the next printed version of the POM.

In addition, to assist in preparing for political campaign mailings, a chart showing the 2000 Congressional primary dates by state and territory and, where applicable, primary runoff dates appears below.

**2000 U.S. Congressional Primary Dates**

(General Election Date: November 7, 2000)

State	Primary Date	Runoff Date
Alabama	06/06/00	06/27/00
Alaska	08/22/00	
American Samoa	11/07/00	11/21/00
Arizona	09/12/00	
Arkansas	05/23/00	06/13/00
California	03/07/00	
Colorado	08/08/00	
Connecticut	09/12/00	
Delaware	09/09/00	
District of Columbia (D.C.)	05/02/00	
Florida	09/05/00	10/03/00
Georgia	07/18/00	08/08/00
Guam	09/02/00	
Hawaii	09/23/00	
Idaho	05/23/00	
Illinois	03/21/00	
Indiana	05/02/00	
Iowa	06/06/00	
Kansas	08/01/00	
Kentucky	05/23/00	
Louisiana	11/07/00	12/09/00
Maine	06/13/00	
Maryland	03/07/00	
Massachusetts	09/19/00	
Michigan	08/08/00	
Minnesota	09/12/00	
Mississippi	03/14/00	04/04/00

State	Primary Date	Runoff Date
Missouri	08/08/00	
Montana	06/06/00	
Nebraska	05/09/00	
Nevada	09/05/00	
New Hampshire	09/12/00	
New Jersey	06/06/00	
New Mexico	06/06/00	
New York	09/12/00	
North Carolina	05/02/00	05/30/00
North Dakota	06/13/00	
Ohio	03/07/00	
Oklahoma	08/22/00	09/19/00
Oregon	05/16/00	
Pennsylvania	04/04/00	
Puerto Rico	11/14/99	
Rhode Island	09/12/00	
South Carolina	06/13/00	06/27/00
South Dakota	06/06/00	06/20/00
Tennessee	08/03/00	
Texas	03/14/00	04/11/00
Utah	06/27/00	
Vermont	09/12/00	
Virginia	06/13/00	
Virgin Islands	09/09/00	
Washington	09/19/00	
West Virginia	05/09/00	
Wisconsin	09/12/00	
Wyoming	08/22/00	

**Postal Operations Manual (POM)**

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**4 Mail Processing Procedures**

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**49 Congressional and Political Campaign Mail**

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**492 Political Campaign Mail**

**492.1 Introduction**

**492.11 General**

The American electorate votes on numerous political offices and issues. Citizens cast ballots every 4 years for president, every 2 years for one-third of the U.S. senators and all members of the House of Representatives, and at varying frequencies for governorships and other state, county, and local offices and referendum measures. During the period preceding local, state, and national primaries, special elections, and general elections, the

Postal Service accepts and delivers many political campaign mailings, frequently in large quantities. These mailings are made up by individual candidates and their campaign organizations, as well as by local, state, and national committees of political parties.

#### **492.12 Postal Service Responsibility**

The Postal Service is responsible for providing information to assist in the knowledgeable preparation and deposit of political campaign mailings, as well as for the proper acceptance, processing, delivery, and recording of these mailings.

#### **492.13 Nonprofit Standard Mail Rates**

Section 3626(e) of Title 39, U.S. Code, as enacted by Public Law 95-593, permits certain Standard Mail (A) matter to be mailed by a "qualified political committee" at the Nonprofit Standard Mail rates prescribed for qualified nonprofit organizations (see DMM E670). Also see 492.23 for a definition of "qualified political committee" and 492.73 for the rules on what mail may be sent at the Nonprofit Standard Mail rates by qualified political committees.

#### **492.2 Definitions**

##### **492.21 Political Campaign Mailings**

Any material accepted for mailing at First-Class or Standard Mail (A) postage rates that is mailed for political campaign purposes by a registered political candidate, campaign committee, or committee of a political party is classified as a political campaign mailing. This type of mailing normally uses the address of a candidate's campaign committee or the committee of a political party as the return address. Do not confuse political campaign mailings with official mailings by members of Congress under congressional franking privileges. See 491 for a discussion of congressional mail.

##### **492.22 Registered Political Candidate or Party**

An individual or organization recognized as such by the appropriate governmental election control authority is considered to be a registered political candidate or party.

##### **492.23 Qualified Political Committee**

Section 3626(e)(2) of Title 39, U.S.C., defines a qualified political committee for the purpose of eligibility for Nonprofit Standard Mail rates as follows:

- a. The term qualified political committee means:
  - (1) A national committee of a political party.
  - (2) A state committee of a political party.
  - (3) The Democratic Congressional Campaign Committee.
  - (4) The Democratic Senatorial Campaign Committee.
  - (5) The National Republican Congressional Committee.
  - (6) The National Republican Senatorial Committee.

- b. The term national committee means the organization that, by virtue of the bylaws of a political party, is responsible for the day-to-day operation of that political party at the national level.
- c. The term state committee means the organization that, by virtue of the bylaws of a political party, is responsible for the day-to-day operation of that political party at the state level.

#### **492.3 Pre mailing Assistance**

##### **492.31 General**

Experience has shown that there will be no cause for criticism if all mailers of political campaign material are fully informed of postal requirements for prompt delivery and are assured of proper and equal handling of their mailings.

##### **492.32 Responsibilities**

Managers, Marketing, Customer Service districts, are responsible for ensuring proper pre mailing assistance to all committees of political parties, candidates for political office, and/or the candidates' campaign committees within their jurisdictions. Individuals designated by managers, Marketing, as directly responsible for contacting the committees of political parties, political candidates, and campaign organizations must follow the requirements in 492.36.

##### **492.33 Identification of Candidates**

Managers, Marketing, Customer Service districts, or their designees, must identify all candidates for election to political office who will be campaigning within their district's jurisdiction, as follows:

- a. *Presidential Candidates.* Contact state campaign headquarters. Determine locations of mailings and notify appropriate Postal Service personnel for necessary follow-up.
- b. *Congressional Candidates.* Identify all candidates for election to the Senate and House of Representatives and their principal campaign offices and notify appropriate Postal Service personnel for necessary follow-up.
- c. *State Candidates.* In statewide elections, identify gubernatorial and other candidates and their principal campaign offices and notify appropriate Postal Service personnel for necessary follow-up.
- d. *Local Candidates.* Coordinate efforts with postmasters to identify all candidates and/or campaign organizations in those areas holding local elections for county, city, township, borough, parish, and other local offices, and ensure necessary follow-up.

##### **492.34 Political Campaign Information Sources**

State and local boards of election and offices of secretaries of state and county clerks generally can provide information on the names and headquarters of committees of political parties;

candidates for federal, state, and local offices; and their campaign organizations.

#### **492.35 Equal Assistance**

Equal assistance must be provided to all committees of political parties, candidates, and candidates' campaign committees, including those that do not represent major parties.

#### **492.36 Premailing Contact Requirements**

Make contact with the committees of political parties, candidates, and the candidates' campaign organizations at the earliest opportunity to provide information on mail preparation requirements, mail handling procedures, and other matters discussed in 492.37. On-site assistance can be helpful, particularly with campaign volunteers, to identify problems in mail preparation and sack or tray labeling before deposit of the mailings. Emphasize the need to deposit the mailings at the earliest possible date before election day, particularly to candidates or organizations planning to avail themselves of the destination bulk mail center drop shipment rates. Keep records of all contacts, including a general summary statement covering the information provided to the candidates and campaign organizations.

#### **492.37 Mail Preparation and Handling Information**

At a minimum, provide committees of political parties, candidates, and the candidates' campaign organizations with information on the following:

- a. Rates, including automation and destination entry drop shipment rates, and fees.
- b. Mailing permits and authorizations. See applicable sections of the DMM for instructions on obtaining permits and authorizations for mailing at various rates. National and state political committees may be given instructions on filing for Nonprofit Standard Mail rates as a qualified political committee, as found in DMM E670 and Publication 417. Instructions on obtaining authorization to mail at the Nonprofit Standard Mail rates at additional offices are also found in DMM E670 and Publication 417 section 3-2.
- c. Restrictions on what may be mailed at the Nonprofit Standard Mail rates for state and national political committees (see 492.73). See also Publication 417 section 5-4.
- d. Preparation, makeup, and handling of mailings, including an explanation of endorsements, such as "Return Postage Guaranteed" and "Address Correction Requested," and address information products and services.
- e. Availability and use of mailing supplies and equipment.

**Note:** PS Tag 57, *Political Campaign Mailing*, identifies campaign mailings during processing and distribution. PS Tag 57 is available from the material distribution centers and is reusable. If mail is trayed and strapped, mailers should affix PS Tag 57 to the strap on the end of the tray near the tray label with a wire twist tie. If local postal instructions permit trays to be tendered without strapping, then PS Tag 57 should be affixed to the tray with a rubber band double looped through the handhold of the tray on the end near the tray label. Care should be taken to remove the tags from the trays after the campaign mail has been processed.

- f. Business reply mail.
- g. Disposition of undeliverable pieces.
- h. Time frames for depositing mailings.

#### **492.4 Processing and Delivery**

##### **492.41 General**

All managers involved in processing and delivering political campaign mailings must ensure that each mailing is handled promptly and with equal care and attention.

##### **492.42 Late Deposit**

Inform mailers attempting to deposit political campaign mailings that may be too late for delivery by the election date under USPS service objectives of the potential for late delivery. Document and maintain this advice. See 492.5.

##### **492.43 Reports of Delays**

Give immediate attention to any reported delay in processing or delivering political campaign mailings and fully document inquiries made and subsequent action taken (see 492.53).

#### **492.5 Recordkeeping**

##### **492.51 General**

Detailed records provide the basis for a documented and factual explanation of any complaints alleging improper handling of political campaign mailings. Maintain premailing assistance and processing and delivery records for a period of 6 months.

##### **492.52 Premailing Assistance Records**

Individuals designated to provide premailing assistance to committees of political parties, candidates, and the candidates' campaign organizations must keep records of all contacts, including a summary statement concerning the information provided to such mailers.

##### **492.53 Processing and Delivery Records**

Managers, Business Mail Entry, and postmasters must keep documented records of all political campaign mailings that are deposited or received at their offices, with particular attention to those deposited or received too late for timely delivery.



At a minimum, these documented records must include the following:

- a. The name of the mailer.
- b. A sample, photocopy, or description of the mailing.
- c. The date and time the mailing was received for dispatch or delivery.
- d. The election day deadline and, if applicable, the date of requested delivery.
- e. If applicable, the approximate number of pieces not delivered before the election day deadline and/or the date of requested delivery and the reasons why delivery was not timely.
- f. The approximate volume of any Standard Mail (A) consigned to waste upon instruction by the mailer.

#### **492.6 Answering Requests for Information**

##### **492.61 General**

Answer requests for information concerning political campaign mailings as provided in regulations implementing the Freedom of Information Act (see ASM 352). Do not compile information not regularly compiled for Postal Service use to respond to requests.

##### **492.62 Chief Field Managing Counsel Assistance**

If uncertain regarding the disclosure of information concerning political campaign mailings, consult the Chief Field Managing Counsel.

##### **492.63 Questionable Requests**

Promptly report to the Postal Inspection Service any questionable attempts to obtain information concerning political campaign mailings not properly subject to disclosure.

#### **492.7 Revenue Protection**

##### **492.71 Nonprofit Standard Mail Rates**

Qualified political committees may mail qualifying matter at the Nonprofit Standard Mail rates of postage. See 492.23 for definitions of qualified political committees. See also DMM E670 and Publication 417 section 5-4 for general information on eligibility for these rates.

##### **492.72 Mailings Ineligible for Nonprofit Standard Mail Rates**

Individual candidates and their campaign committees do not qualify to mail at the Nonprofit Standard Mail rates. Also, qualified political committees may mail only their own matter at these rates. Qualified political committees may not make cooperative mailings at the nonprofit rates involving matter on behalf of, or produced for, individual candidates or political organizations that do not qualify for Nonprofit Standard Mail rates. Such cooperative mailings must be paid at the applicable Regular or Enhanced Carrier Route Standard Mail rates. See PS Form 3602-N, PS Form 3602-PN, and PS Form 3602-PVN

for the certifications required of Nonprofit Standard Mail mailers. Also see Publication 417 section 5-4.

#### **492.73 Application of the Cooperative Mail Rules**

##### **492.731 General**

Qualified political committees are subject to the cooperative mailing requirements. However, unlike cases involving cooperative mailings between an authorized nonprofit organization and a commercial organization, there is often an ongoing relationship between the qualified political committee and the committee's candidate. A political candidate may be connected to the authorized political committee mailer by being a member of and/or financial contributor to the political party represented by the committee. The committee is, of course, interested in promoting, encouraging, and supporting the candidate's election. Postal laws and regulations do not prohibit the candidate from contributing to the committee or the committee from supporting the candidate. The concern under postal laws and regulations is whether the political candidate's financial contribution to the authorized political committee is in return for the mailing or mailings that support the candidate.

##### **Example — Proper use of contributed funds**

Politician A is a member of the qualified political committee. The qualified political committee plans to include in a mailpiece information supporting politician A's candidacy for office and has asked the candidate for a biographical sketch. The candidate provides the information and makes a contribution to the qualified political committee. The qualified political committee will retain authority to accept or reject information provided by the candidate, and the contribution by the candidate is not a contribution to pay for the mailing. This is not considered to be a cooperative mailing since the qualified political committee retained discretion over the decision to mail and the contents of the mailing.

##### **492.732 Maintaining Committee Control**

The following rules must be followed to ensure that the authorized political committee maintains control:

- a. *Mailings.* An authorized political committee may mail election-related materials, including but not limited to candidate endorsements and sample ballots, at the Nonprofit Standard Mail rates if the materials are exclusively those of the authorized political committee. An authorized political committee may make political mailings in support of its candidates, provided that no monies contributed by the candidate to the qualified committee shall be specifically earmarked for use in making the political mailing or in return for the political mailing.

##### **Example — Committee discretion retained**

Politician B, a candidate for a statewide political office, mails a check to authorized political committee C, the state committee for his party. Politician B encloses a note

with the check that says: "This check is for my pro rata share of a sample ballot." Committee C has mailed a sample ballot to state residents for the past five elections. However, committee C makes the decision on whether to send sample ballots on an election-by-election basis. Committee C has not had any discussions with politician B on this subject, nor has it reached an understanding with politician B that sample ballots will be produced and mailed. Committee C deposits politician B's check into its general fund to be used for committee expenses. Committee C will not return the check even if it decides not to mail sample ballots. Committee C later decides to mail sample ballots for the election in which politician B is a candidate. Notwithstanding politician B's contribution, this is not considered to be a cooperative mailing because committee C retained discretion whether or not to mail the sample ballots.

- b. *Contributions.* A candidate may make or solicit contributions to a qualified political committee, provided that the committee retains absolute discretion over how the funds are spent. If the candidate or other nonqualified entity pays the preparation, printing, or postage costs for the mailing in return for the qualified political committee's agreement to make the mailing, that mail matter is not eligible for the Nonprofit Standard Mail rates.
- c. *Mailing Support.* A political candidate may provide suggested copy, pictures, biographical information, or similar assistance requested by a qualified political committee that is preparing a mailing in support of the candidate. The qualified political committee may also ask a candidate to review a proposed mailpiece for accuracy. However, the qualified political committee must have final authority over the decision to mail the political matter and the contents of that matter.

#### **Example — Improper candidate funding**

Authorized political committee D announces the creation of a "Candidate's Coordinated Mailing Fund." Contributions to the fund will be used exclusively for mailings supporting candidates. Candidates E, F, G, and H contribute to the fund, and committee D makes a multi-candidate endorsement for candidates E, F, G, H, and I. This would be considered a cooperative mailing. It would not be a cooperative mailing if (a) the fund created is not announced as one that will be used exclusively for mailings, and (b) committee D retained absolute discretion about whether to make the mailings at all.

#### **492.733 Endorsements on Mail**

Mailings by qualified political committees often bear endorsements such as "Paid for by [committee] and authorized by [candidate]." These endorsements are often required by federal or state law. The presence of these endorsements alone does not disqualify the mailing from being sent at the Nonprofit Standard Mail rates. The presence of factors discussed in the preceding sections of this chapter is required to find the mailing ineligible for the special rates.

#### **492.74 Identification**

The name and return address of the qualifying organization must appear either on the outside of the mailpiece or in a prominent location on the material being mailed at the Nonprofit Standard Mail rates.

— *Government Relations, 2-10-00*

## Administrative Services

### REVISION

### Form 61, Appointment Affidavit

Form 61, *Appointment Affidavit*, has been revised and is now available at the material distribution centers (MDCs). Note that items 1–13 of the form are to be completed by the applicant at the interview or job offer stage of the hiring process. Items 14–17 are to be completed by the appointee at orientation or on the first work day.

Form 61 can be requisitioned in one of the following ways:

- Use Touch Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.
- Send an F3Fill-completed Form 7380 by cc:Mail to MDC Customer Service @ TOKS001L.
- Mail a completed Form 7380 to the following address:

MATERIAL DISTRIBUTION CENTER  
ATTN SUPPLY REQUISITIONS  
500 SW MONTARA PKWY  
TOPEKA KS 66624-9602

The relevant ordering information for Form 61 is as follows:

PSN: 7530-02-000-7226  
PSIN: PS61  
Unit of Issue: SH  
Quick Pick #: N/A  
Bulk Pack Quantity: N/A  
Price: \$.0178  
Edition Date: January 2000

Upon receipt of your order, please recycle all previous editions.

— *Selection, Evaluation, and Recognition, Employee Resource Management, 2-10-00*

### NEW MATERIALS

### Associate Supervisor Program

#### Important Notice

Effective January 31, 2000, new materials must be used for the selection process in the Associate Supervisor Program. The new materials, all dated January 2000, are the *Associate Supervisor Program Application Booklet* (600.8), *Review Committee Guidelines* (601.5), and *Structured Interview Guidelines* (601.1).

As of January 31, 2000, all Associate Supervisor Program postings must reflect the knowledge, skills, and abilities statements on the revised qualification standard. The new qualification standard and the *Associate Supervisor Program Application Booklet* (600.8) may be found on the Selection, Evaluation, and Recognition Web site at <http://blue.usps.gov/hrisp/ser/welcome.htm>.

#### Ordering New Materials

Use Form 2487, *Requisition for Test Materials*, to order these new materials from the National Test Administration Center (NTAC).

#### Using Existing Materials for Pre-January 31, 2000, Selections

If you are completing selection activities...	Then you must...
Initiated prior to January 31, 2000,	Complete the selection process using the materials predating January 2000. Then obsolete all materials predating January 2000 (see below).
Initiated after January 31, 2000,	Use the new January 2000-dated materials. Obsolete materials predating January 2000 (see below).

#### Obsoleting Old Materials

Return these obsolete materials predating January 2000 via registered mail to NTAC.

- *Associate Supervisor Candidate Application Booklet* (600.8), August 1998
- *Review Committee Guidelines* (601.5), November 1998
- *Structured Interview Guidelines* (601.1), July 1996

Label the packages "Obsolete, Unused Materials" and mail to the following address:

NATIONAL TEST ADMINISTRATION CENTER  
PO BOX 1020  
MERRIFIELD VA 22116-1020

— *Selection, Evaluation, and Recognition, Employee Resource Management, 2-10-00*



# Child Alert Program

February 2000

## Have You Seen Any of These Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.



**Norma Espinoza**  
 Born: 1-15-88  
 Date Missing: 11-24-99  
 Missing From: Oceanside, CA



**Michael Cummins**  
 Born: 6-6-77  
 Date Missing: 3-17-95  
 Missing From: Pickering, Canada



**Emmanuel Ham-Ying**  
 Born: 5-24-93  
 Date Missing: 12-21-99  
 Missing From: Meredith, NH



**Olusola Tesunbi**  
 Born: 7-15-97  
 Date Missing: 9-21-99  
 Missing From: Silver Spring, MD



**Omolola Tesunbi**  
 Born: 4-23-94  
 Date Missing: 9-21-99  
 Missing From: Silver Spring, MD



**William Burton**  
 Born: 3-25-95  
 Date Missing: 7-13-95  
 Missing From: Langley AFB, VA

**Please call the National Center for Missing and Exploited Children  
 Hot Line 1-800-843-5678  
 TDD 1-800-826-7653**

### **Missing Children Poster Display Instructions**

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations, and branches. Operators of contract postal units may display this poster at their option.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see *Postal Bulletin* 21967 (3-12-98).

Missing Children posters are available for the U.S. Postal Service only through periodic issues of the *Postal Bulletin*.

February 2000

## Have You Seen Any of These Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.



**Charles Jackson**  
 Born: 6-24-94  
 Date Missing: 8-18-99  
 Missing From: Los Angeles, CA



**David Jackson**  
 Born: 7-18-90  
 Date Missing: 8-18-99  
 Missing From: Los Angeles, CA



**Diane Aviles Colon**  
 Born: 12-25-84  
 Date Missing: 9-9-99  
 Missing From: Guaynabo, PR



**Jason Darlan**  
 Born: 7-25-92  
 Date Missing: 10-4-99  
 Missing From: Rockville, MD



**Kim Darlan**  
 Born: 3-17-94  
 Date Missing: 10-4-99  
 Missing From: Rockville, MD



**Jessica Eaton**  
 Born: 11-17-83  
 Date Missing: 10-9-99  
 Missing From: Stonington, ME



**Maria Ojeda**  
 Age Progression to 14 Yrs.  
 Born: 4-11-83  
 Date Missing: 8-6-95  
 Missing From: Stockton, CA

**Please call the National Center for Missing and Exploited Children  
 Hot Line 1-800-843-5678  
 TDD 1-800-826-7653**

### **Missing Children Poster Display Instructions**

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations, and branches. Operators of contract postal units may display this poster at their option.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see *Postal Bulletin* 21967 (3-12-98).

Missing Children posters are available for the U.S. Postal Service only through periodic issues of the *Postal Bulletin*.

# Customer Relations

## Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of

1 million pieces or more, should contact Customer Relations Program Management at 202-268-5885 at least one month preceding the requested delivery dates.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JCPenney Spring Sale	Standard A/ Postcard	2/18-2/21	6.5	Nationwide	CarRt	Harte-Hanks
JCPenney Spring Sale	Standard A/ Letter	2/18-2/21	6.7	Nationwide	CarRt	Harte-Hanks
JCPenney Spring Fashion & Home	Standard A/ Catalog	2/19-2/24	9.3	Nationwide	CarRt	RR Donnelley
MIDNIGHT VELVET	Standard A/ Catalog	2/22-2/25	2.1	Nationwide	CarRt, 3/5-Digit, Basic, Barcoded	Quad Graphics, Lomira, WI; 7 15/16" x 10 1/4" catalog has a die-cut cover and a personalized (address) underwrap
JCPenney Delicates	Standard A/ Catalog	2/25-2/28	2.4	Nationwide	CarRt	Quebecor World
Service Merchandise Kitchen and Home	Standard A/ Flat	2/28-2/29	5.0	Nationwide	3/5-Digit	RR Donnelley, Lynchburg, VA
Eddie Bauer March Home	Standard A/ Flat	2/28-3/1	1.1	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Warsaw, IN
The Territory Ahead (Spring 2)	Standard A/ Flat	2/28-3/1	1.4	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Lancaster, PA
Billy Graham DECISION Magazine	Standard A/ Flat	2/28-3/3	1.3	Nationwide	CarRt, 3/5-Digit, Basic, Barcoded	Minneapolis, MN; 44-page magazine, 8" x 10 5/8"



# Domestic Mail

## DMM Revision

### Eligibility Requirements for Nonprofit Standard Mail (A)

Effective February 10, 2000, *Domestic Mail Manual* (DMM) E670.5.4 and E670.5.6 are revised to clarify “substantially related” eligibility requirements for Standard Mail (A) entered by authorized nonprofit organizations. These requirements bring the Postal Service’s standards more closely in line with those of the Internal Revenue Service.

In conjunction with this revision to the *Domestic Mail Manual*, the Postal Service is revising the certification statement that appears on the Nonprofit Standard Mail (A) postage statements. The revised certification reads as follows:

The signature of a mailer certifies that: (1) the mailing does not violate DMM E670; (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. section 3626(j)(1)(D)(ii)(I) and 26 U.S.C. section 513(a); (3) only the mailer’s matter is being mailed; (4) this is not a cooperative mailing with other persons or organizations that are not authorized to mail at Nonprofit Standard Mail rates at this office; (5) this mailing has not been undertaken by the mailer on behalf of or produced for another person or organization not authorized to mail at Nonprofit Standard Mail rates at this office; (6) the mailing, if made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (7) it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing, whether due to a finding that the mailing is cooperative or for other reasons. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the nonprofit mailer, and that both the nonprofit mailer and the agent will be liable for and agree to pay any deficiencies.)

Mailers are encouraged, but not required, to begin using this certification statement immediately. The revised nonprofit postage statements are included on pages 17–24 of this *Postal Bulletin* and are posted on the Internet at <http://www.usps.com>. Copies have been given to presort software vendors to incorporate into future software releases. Mailers will be required to use this new certification statement at some point in the future, probably when the USPS implements new rates and revises and distributes a whole new set of postage statements.

These revisions will appear in the next printed version of the DMM and are included in the monthly update of the online DMM available via Postal Explorer (<http://pe.usps.gov>).

### Domestic Mail Manual (DMM)

<b>E</b>	<b>Eligibility</b>	*	*	*	*	*
<b>E600</b>	<b>Standard Mail</b>	*	*	*	*	*
<b>E670</b>	<b>Nonprofit Standard Mail</b>	*	*	*	*	*
<b>5.0</b>	<b>ELIGIBLE AND INELIGIBLE MATTER</b>	*	*	*	*	*

### 5.4 Prohibitions and Restrictions

Nonprofit Standard Mail rates may not be used for the entry of material that advertises, promotes, offers, or, for a fee or consideration, recommends, describes, or announces the availability of:

\* \* \* \* \*

d. Any other product or service unless one of these exceptions is met:

- (1) The sale of the product or the provision of such service is substantially related to the exercise or performance by the organization of one or more of the purposes used by the organization to qualify for mailing at Nonprofit Standard Mail rates. The criteria in IRS regulations at 26 C.F.R. section 1.513-1(d), supplemented by the definitions in 5.6, are used to determine whether an advertisement, promotion, or offer for a product or service is for a substantially related product or service and, therefore, eligible for Nonprofit Standard Mail rates.
- (2) The product or service is advertised in Standard Mail (A) material meeting the prescribed content requirements for a periodical publication. The criteria in 5.8 are used to determine whether the Standard Mail (A) material meets the content requirements for a periodical publication.

\* \* \* \* \*

## 5.6 Definitions, Substantially Related Advertising Products

For the standard in 5.4d:

- a. Standards established by the Internal Revenue Service (IRS) and the courts with respect to 26 USC 513(a) and (c) of the Internal Revenue Code are used to determine whether the sale or provision of an advertised product or service, whether sold or offered by the organization or by another party, is substantially related to the qualifying purposes of an organization. (Advertisements in Standard Mail (A) material that meet the content requirements for a periodical publication need not meet the substantially related standard to be mailable at the Nonprofit Standard Mail rates. See 5.4d(2) and 5.8.)
- b. To be substantially related, the sale of the product or the provision of the service must contribute importantly to the accomplishment of one or more of the qualifying purposes of the organization. This means that the sale of the product or providing of the service must be directly related to accomplishing one or more of the purposes on which the organization's authorization to mail at the Nonprofit Standard Mail rates is based. The sale of the product or providing of the service must have a causal relationship to the achievement of the exempt purposes (other than the production of income) of the authorized organization. (Income produced from selling an advertised product or providing a service does not make such action a substantially related activity, even if the income will be used to accomplish the purpose or purposes of the authorized organization.) See 26 C.F.R. section 1.513-1(d).
- (1) If an organization pays Unrelated Business Income Tax (UBIT) on the income from the sale of a product or the provision of a service, then that activity is by IRS definition not substantially related. See 26 U.S.C. section 512. The fact that an organization does not pay such tax, however, does not establish that the activity is substantially related because other criteria may exempt the organization from payment. See 26 C.F.R. section 1.513-1(e).

- (2) Third-party paid advertisements may be included in material mailed at the Nonprofit Standard Mail rates if the products or services advertised are substantially related to one or more of the purposes for which the organization is authorized to mail at the Nonprofit Standard Mail rates. However, if the material contains one or more advertisements that are not substantially related, then the material is not eligible for the Nonprofit Standard Mail rates, unless it is part of material that meets the content requirements described in 5.8 and is not disqualified from using the Nonprofit Standard Mail rates under another provision.
- c. Announcements of activities ( e.g., bake sale, car wash, charity auction, oratorical contest) are considered substantially related if substantially all the work is conducted by the members or supporters of an authorized organization without compensation. See 26 U.S.C. section 513(a)(1); 26 C.F.R. section 1.513-1(e)(1).
- d. Advertisements for products and services, including products and services offered as prizes or premiums, are considered substantially related if the products and services are received by an authorized organization as gifts or contributions. See 26 U.S.C. section 513(a)(3); 26 C.F.R. section 1.513-1(e)(3).
- e. An advertisement, promotion, offer, or subscription order form for a periodical publication meeting the eligibility criteria in E211 and published by one of the types of nonprofit organizations listed in 2.0 is mailable at the Nonprofit Standard Mail rates.
- f. Unless the mailing is ineligible for the Nonprofit Standard Mail rates for other reasons, mailings will be accepted at the Nonprofit Standard Mail rates upon certification that income derived from the sale of products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) described at 26 U.S.C. section 512, and that each of the products or services is substantially related to the nonprofit organization's qualifying purpose.

— Mail Preparation and Standards,  
Pricing and Product Design, 2-10-00

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United States Postal Service

**Postage Statement — Nonprofit Standard Mail Permit Imprint**

**Post Office Note Mail Arrival Time**

<b>Mailer Information</b>	Permit Holder's Name and Address	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Organization for Which Mailing Is Prepared (If other than permit holder)	
	CAPS Customer Ref. ID _____					
<b>Mailing Information</b>	Dun & Bradstreet No.		Dun & Bradstreet No.		Dun & Bradstreet No.	
	Post Office of Mailing		Mailing Date	Federal Agency Cost Code	Statement Sequence No.	Receipt No.
	Permit No.		Weight of a Single Piece 0 _____ pounds		Total Pieces	Total Weight
	Prepared Under DMM (Check all that apply) <input type="checkbox"/> M610 (Letters, flats, parcels) <input type="checkbox"/> M610 (Upgradable letters) <input type="checkbox"/> M620 (ECR) <input type="checkbox"/> M810 (Automation letters) <input type="checkbox"/> M820 (Auto. flats)		Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM C820) <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels		Number of Containers (Fill in all that apply) 1' MM Trays _____ 2' MM Trays _____ 2' EMM Trays _____ Total Ltr. Trays _____ Flat Trays N/A Number of Sacks _____ Number of Pallets _____ Number of Other _____	
If Sacking, Based on <input type="checkbox"/> 125 Pcs. <input type="checkbox"/> 15 Lbs. <input type="checkbox"/> Both						
<b>Postage Computation (P013)</b>	For Automation Letters and Flats				Total From Part A (On reverse)	
	For Presorted Letters and Nonletters				Total From Part B (On reverse)	
	For Enhanced Carrier Route (ECR) Pieces	Sequencing Date	Total From Part C (On reverse)			
	For All Other Pieces				Total From Part D (On reverse)	
	For Residual Shape Surcharge				Number of Pieces	Fee per Piece X \$ .10
Postmaster: Report total postage in AIC 125.						<b>Total Postage Due (Add lines above)</b> →
USPS: Additional Postage Payment (State reason. Add amount to line above)						\$ →

<b>Certification</b>	The signature of a mailer certifies that: (1) the mailing does not violate DMM E670; (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) only the mailer's matter is being mailed; (4) this is not a cooperative mailing with other persons or organizations that are not authorized to mail at Nonprofit Standard Mail rates at this office; (5) this mailing has not been undertaken by the mailer on behalf of or produced for another person or organization not authorized to mail at Nonprofit Standard Mail rates at this office; (6) the mailing, if made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (7) it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing, whether due to a finding that the mailing is cooperative or for other reasons. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the nonprofit mailer, and that both the nonprofit mailer and the agent will be liable for and agree to pay any deficiencies.)		<input type="checkbox"/> <b>For Enclosed Reply Pieces</b> (Automation rates only): I certify that any letter-size cards or envelopes enclosed in the pieces described above bear the correct facing identification mark (FIM) and barcode and meet automation compatibility standards in DMM C810.
	I hereby certify that all information furnished on this form is accurate, truthful, and complete; that this mailing meets any applicable CASS/MASS standards for address and barcode accuracy; that the material presented qualifies for the rates of postage claimed; and that this mailing does not contain any hazardous materials prohibited by postal regulations.		<input type="checkbox"/> <b>For ZIP Codes (Presorted rates only):</b> I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.
I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).			
Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)			Telephone

<b>USPS Use Only</b>	Weight of a Single Piece 0 _____ pounds	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Total Pieces	Total Weight	If "Yes," Reason
	Total Postage		Round Stamp (Required)
	Check One (If applicable) <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled		
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate 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	Verifying Employee's Name	Time AM PM	

### Nonprofit Standard Mail — Permit Imprint

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total	Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>A</b> Automation Rates — Letters and Flats 3.2873 Oz. (.2055 Lb.) or Less					<b>B</b> Presorted Pieces 3.2873Oz. (.2055 Lb.) or Less				
None	5-Digit Letter	.093 x	_____ pcs. = \$	_____	None	3/5 Letter	.142 x	_____ pcs. = \$	_____
	3-Digit Letter	.114 x	_____ pcs. = \$	_____		3/5 Nonletter	.165 x	_____ pcs. = \$	_____
	Basic Letter	.119 x	_____ pcs. = \$	_____		Basic Letter	.169 x	_____ pcs. = \$	_____
	3/5 Flat	.144 x	_____ pcs. = \$	_____		Basic Nonletter	.233 x	_____ pcs. = \$	_____
	Basic Flat	.182 x	_____ pcs. = \$	_____	DBMC	3/5 Letter	.126 x	_____ pcs. = \$	_____
DBMC	5-Digit Letter	.077 x	_____ pcs. = \$	_____		3/5 Nonletter	.149 x	_____ pcs. = \$	_____
	3-Digit Letter	.098 x	_____ pcs. = \$	_____		Basic Letter	.153 x	_____ pcs. = \$	_____
	Basic Letter	.103 x	_____ pcs. = \$	_____		Basic Nonletter	.217 x	_____ pcs. = \$	_____
	3/5 Flat	.128 x	_____ pcs. = \$	_____	DSCF	3/5 Letter	.121 x	_____ pcs. = \$	_____
	Basic Flat	.166 x	_____ pcs. = \$	_____		3/5 Nonletter	.144 x	_____ pcs. = \$	_____
DSCF	5-Digit Letter	.072 x	_____ pcs. = \$	_____		Basic Letter	.148 x	_____ pcs. = \$	_____
	3-Digit Letter	.093 x	_____ pcs. = \$	_____		Basic Nonletter	.212 x	_____ pcs. = \$	_____
	Basic Letter	.098 x	_____ pcs. = \$	_____	<b>Total — Part B (Carry to front of form)</b> \$ _____				
	3/5 Flat	.123 x	_____ pcs. = \$	_____	<b>D</b> Check <input type="checkbox"/> Pieces More Than 3.2873 Oz. (.2055 Lb.)				
	Basic Flat	.161 x	_____ pcs. = \$	_____	One: <input type="checkbox"/> ECR Pieces More Than 3.3103 Oz. (.2069 Lb.)				
<b>Total — Part A (Carry to front of form)</b> \$ _____					None	Saturation ECR	.024 x	_____ pcs. = \$	_____
<b>C</b> ECR Pieces 3.3103 Oz. (.2069 Lb.) or Less						plus	.290 x	_____ lbs. = \$	_____
None	Saturation Letter	.072 x	_____ pcs. = \$	_____		High Density ECR	.032 x	_____ pcs. = \$	_____
	Saturation Nonletter	.084 x	_____ pcs. = \$	_____		plus	.290 x	_____ lbs. = \$	_____
	High Density Letter	.078 x	_____ pcs. = \$	_____		Basic ECR	.039 x	_____ pcs. = \$	_____
	High Density Nonletter	.092 x	_____ pcs. = \$	_____		plus	.290 x	_____ lbs. = \$	_____
	Basic Letter	.099 x	_____ pcs. = \$	_____		3/5 Automation*	.031 x	_____ pcs. = \$	_____
	Basic Nonletter	.099 x	_____ pcs. = \$	_____		plus	.550 x	_____ lbs. = \$	_____
	Basic Automation Letter*	.092 x	_____ pcs. = \$	_____		3/5 Presorted	.052 x	_____ pcs. = \$	_____
DBMC	Saturation Letter	.056 x	_____ pcs. = \$	_____		plus	.550 x	_____ lbs. = \$	_____
	Saturation Nonletter	.068 x	_____ pcs. = \$	_____		Basic Automation*	.069 x	_____ pcs. = \$	_____
	High Density Letter	.062 x	_____ pcs. = \$	_____		plus	.550 x	_____ lbs. = \$	_____
	High Density Nonletter	.076 x	_____ pcs. = \$	_____		Basic Presorted	.120 x	_____ pcs. = \$	_____
	Basic Letter	.083 x	_____ pcs. = \$	_____		plus	.550 x	_____ lbs. = \$	_____
	Basic Nonletter	.083 x	_____ pcs. = \$	_____	DBMC	Saturation ECR	.024 x	_____ pcs. = \$	_____
	Basic Automation Letter*	.076 x	_____ pcs. = \$	_____		plus	.211 x	_____ lbs. = \$	_____
DSCF	Saturation Letter	.051 x	_____ pcs. = \$	_____		High Density ECR	.032 x	_____ pcs. = \$	_____
	Saturation Nonletter	.063 x	_____ pcs. = \$	_____		plus	.211 x	_____ lbs. = \$	_____
	High Density Letter	.057 x	_____ pcs. = \$	_____		Basic ECR	.039 x	_____ pcs. = \$	_____
	High Density Nonletter	.071 x	_____ pcs. = \$	_____		plus	.211 x	_____ lbs. = \$	_____
	Basic Letter	.078 x	_____ pcs. = \$	_____		3/5 Automation*	.031 x	_____ pcs. = \$	_____
	Basic Nonletter	.078 x	_____ pcs. = \$	_____		plus	.471 x	_____ lbs. = \$	_____
	Basic Automation Letter*	.071 x	_____ pcs. = \$	_____		3/5 Presorted	.052 x	_____ pcs. = \$	_____
DDU	Saturation Letter	.046 x	_____ pcs. = \$	_____		plus	.471 x	_____ lbs. = \$	_____
	Saturation Nonletter	.058 x	_____ pcs. = \$	_____		Basic Automation*	.069 x	_____ pcs. = \$	_____
	High Density Letter	.052 x	_____ pcs. = \$	_____		plus	.471 x	_____ lbs. = \$	_____
	High Density Nonletter	.066 x	_____ pcs. = \$	_____		Basic Presorted	.120 x	_____ pcs. = \$	_____
	Basic Letter	.073 x	_____ pcs. = \$	_____		plus	.471 x	_____ lbs. = \$	_____
	Basic Nonletter	.073 x	_____ pcs. = \$	_____	DSCF	Saturation ECR	.024 x	_____ pcs. = \$	_____
	Basic Automation Letter*	.066 x	_____ pcs. = \$	_____		plus	.190 x	_____ lbs. = \$	_____
*Automation-compatible letters (DMM E640.2)						High Density ECR	.032 x	_____ pcs. = \$	_____
<b>Total — Part C (Carry to front of form)</b> \$ _____						plus	.190 x	_____ lbs. = \$	_____
PS Form 3602-N, February 2000 (Page 2 of 2)						Basic ECR	.039 x	_____ pcs. = \$	_____
						plus	.190 x	_____ lbs. = \$	_____
						3/5 Automation*	.031 x	_____ pcs. = \$	_____
						plus	.450 x	_____ lbs. = \$	_____
						3/5 Presorted	.052 x	_____ pcs. = \$	_____
						plus	.450 x	_____ lbs. = \$	_____
						Basic Automation*	.069 x	_____ pcs. = \$	_____
						plus	.450 x	_____ lbs. = \$	_____
						Basic Presorted	.120 x	_____ pcs. = \$	_____
						plus	.450 x	_____ lbs. = \$	_____
					DDU	Saturation ECR	.024 x	_____ pcs. = \$	_____
						plus	.164 x	_____ lbs. = \$	_____
						High Density ECR	.032 x	_____ pcs. = \$	_____
						plus	.164 x	_____ lbs. = \$	_____
						Basic ECR	.039 x	_____ pcs. = \$	_____
						plus	.164 x	_____ lbs. = \$	_____
					*Automation-compatible flats only (DMM C820)				
<b>Total — Part D (Carry to front of form)</b> \$ _____					<b>Total — Part D (Carry to front of form)</b> \$ _____				



United States Postal Service  
**Postage Statement — Nonprofit Standard Mail**  
**Postage Affixed**

**Post Office Note Mail Arrival Time**

<b>Mailer Information</b>	Permit Holder's Name and Address	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Organization for Which Mailing Is Prepared (If other than permit holder)
	Dun & Bradstreet No.		Dun & Bradstreet No.		

<b>Mailing Information</b>	Post Office of Mailing	Mailing Date	Statement Sequence No.	Receipt No.
	Permit No. <input type="checkbox"/> Meter Postage <input type="checkbox"/> Precanceled Stamps	Weight of a Single Piece 0 _____ pounds	Total Pieces	Total Weight
	Prepared Under DMM (Check all that apply) <input type="checkbox"/> M610 (Letters, flats, parcels) <input type="checkbox"/> M610 (Upgradable letters) <input type="checkbox"/> M620 (ECR) <input type="checkbox"/> M810 (Automation letters) <input type="checkbox"/> M820 (Auto. flats)	Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM C820) <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels	Number of Containers (Fill in all that apply)	
	If Sacking, Based on <input type="checkbox"/> 125 Pcs. <input type="checkbox"/> 15 Lbs. <input type="checkbox"/> Both	1' MM Trays _____ Flat Trays <b>N/A</b>	2' MM Trays _____ Number of Sacks _____	2' EMM Trays _____ Number of Pallets _____

<b>Postage Computation (DMM P013)</b>	For Automation Letters and Flats	Total From Part A (On reverse)	
	For Presorted Letters and Nonletters	Total From Part B (On reverse)	
	For Enhanced Carrier Route (ECR) Pieces	Sequencing Date	Total From Part C (On reverse)
	For All Other Pieces	Total From Part D (On reverse)	
	For Residual Shape Surcharge	Number of Pieces _____ Fee per Piece X \$ .10	
	Is additional rate paid by permit imprint? (Form 3602-N required) <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Total Postage (Add lines above)</b> →	
	Rate at Which Postage Affixed (Check one) <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither (DMM P600)	_____ pcs. x \$ _____ = <b>Postage Affixed</b> →	
<b>Total Postage Due (Subtract postage affixed from total postage)</b> →			
USPS: Additional Postage Payment (State reason. Add amount to line above)		\$ _____ →	

<b>Certification</b>	The signature of a mailer certifies that: (1) the mailing does not violate DMM E670; (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) only the mailer's matter is being mailed; (4) this is not a cooperative mailing with other persons or organizations that are not authorized to mail at Nonprofit Standard Mail rates at this office; (5) this mailing has not been undertaken by the mailer on behalf of or produced for another person or organization not authorized to mail at Nonprofit Standard Mail rates at this office; (6) the mailing, if made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (7) it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing, whether due to a finding that the mailing is cooperative or for other reasons. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the nonprofit mailer, and that both the nonprofit mailer and the agent will be liable for and agree to pay any deficiencies.)		<input type="checkbox"/> <b>For Enclosed Reply Pieces (Automation rates only):</b> I certify that any letter-size cards or envelopes enclosed in the pieces described above bear the correct facing identification mark (FIM) and barcode and meet automation compatibility standards in DMM C810.
	I hereby certify that all information furnished on this form is accurate, truthful, and complete; that this mailing meets any applicable CASS/MASS standards for address and barcode accuracy; that the material presented qualifies for the rates of postage claimed; and that this mailing does not contain any hazardous materials prohibited by postal regulations.		<input type="checkbox"/> <b>For ZIP Codes (Presorted rates only):</b> I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.
	I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).		
Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)		Telephone	

<b>USPS Use Only</b>	Weight of a Single Piece 0 _____ pounds	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Check One (If applicable) <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled	If "Yes," Reason		
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.	Date Mailer Notified	Contact	By (Initials)
	Verifying Employee's Signature	Verifying Employee's Name	Time	AM PM
<b>Round Stamp (Required)</b>				

### Nonprofit Standard Mail — Postage Affixed

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total		Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>A</b> Automation Rates — Letters and Flats 3.2873 Oz. (.2055 Lb.) or Less					<b>B</b> Presorted Pieces 3.2873 Oz. (.2055 Lb.) or Less					
None	5-Digit Letter	.093 x	_____ pcs.	= \$ _____	None	3/5 Letter	.142 x	_____ pcs.	= \$ _____	
	3-Digit Letter	.114 x	_____ pcs.	= \$ _____		3/5 Nonletter	.165 x	_____ pcs.	= \$ _____	
	Basic Letter	.119 x	_____ pcs.	= \$ _____		Basic Letter	.169 x	_____ pcs.	= \$ _____	
	3/5 Flat	.144 x	_____ pcs.	= \$ _____		Basic Nonletter	.233 x	_____ pcs.	= \$ _____	
	Basic Flat	.182 x	_____ pcs.	= \$ _____						
DBMC	5-Digit Letter	.077 x	_____ pcs.	= \$ _____	DBMC	3/5 Letter	.126 x	_____ pcs.	= \$ _____	
	3-Digit Letter	.098 x	_____ pcs.	= \$ _____		3/5 Nonletter	.149 x	_____ pcs.	= \$ _____	
	Basic Letter	.103 x	_____ pcs.	= \$ _____		Basic Letter	.153 x	_____ pcs.	= \$ _____	
	3/5 Flat	.128 x	_____ pcs.	= \$ _____		Basic Nonletter	.217 x	_____ pcs.	= \$ _____	
	Basic Flat	.166 x	_____ pcs.	= \$ _____						
DSCF	5-Digit Letter	.072 x	_____ pcs.	= \$ _____	DSCF	3/5 Letter	.121 x	_____ pcs.	= \$ _____	
	3-Digit Letter	.093 x	_____ pcs.	= \$ _____		3/5 Nonletter	.144 x	_____ pcs.	= \$ _____	
	Basic Letter	.098 x	_____ pcs.	= \$ _____		Basic Letter	.148 x	_____ pcs.	= \$ _____	
	3/5 Flat	.123 x	_____ pcs.	= \$ _____		Basic Nonletter	.212 x	_____ pcs.	= \$ _____	
	Basic Flat	.161 x	_____ pcs.	= \$ _____						
<b>Total — Part A (Carry to front of form)</b> \$ _____					<b>Total — Part B (Carry to front of form)</b> \$ _____					
<b>C</b> ECR Pieces 3.3103 Oz. (.2069 Lb.) or Less					<b>D</b> Check <input type="checkbox"/> Pieces More Than 3.2873 Oz. (.2055 Lb.) One: <input type="checkbox"/> ECR Pieces More Than 3.3103 Oz. (.2069 Lb.)					
As described in DMM E612, compute and enter the rate for each piece in the "Rate per Piece" column.					↓					
None	Saturation Letter	.072 x	_____ pcs.	= \$ _____	None	Saturation ECR	\$ _____ x	_____ pcs.	= \$ _____	
	Saturation Nonletter	.084 x	_____ pcs.	= \$ _____		High Density ECR	\$ _____ x	_____ pcs.	= \$ _____	
	High Density Letter	.078 x	_____ pcs.	= \$ _____		Basic ECR	\$ _____ x	_____ pcs.	= \$ _____	
	High Density Nonletter	.092 x	_____ pcs.	= \$ _____		3/5 Automation*	\$ _____ x	_____ pcs.	= \$ _____	
	Basic Letter	.099 x	_____ pcs.	= \$ _____		3/5 Presorted	\$ _____ x	_____ pcs.	= \$ _____	
	Basic Nonletter	.099 x	_____ pcs.	= \$ _____		Basic Automation*	\$ _____ x	_____ pcs.	= \$ _____	
	Basic Automation Letter*	.092 x	_____ pcs.	= \$ _____		Basic Presorted	\$ _____ x	_____ pcs.	= \$ _____	
DBMC	Saturation Letter	.056 x	_____ pcs.	= \$ _____	DBMC	Saturation ECR	\$ _____ x	_____ pcs.	= \$ _____	
	Saturation Nonletter	.068 x	_____ pcs.	= \$ _____		High Density ECR	\$ _____ x	_____ pcs.	= \$ _____	
	High Density Letter	.062 x	_____ pcs.	= \$ _____		Basic ECR	\$ _____ x	_____ pcs.	= \$ _____	
	High Density Nonletter	.076 x	_____ pcs.	= \$ _____		3/5 Automation*	\$ _____ x	_____ pcs.	= \$ _____	
	Basic Letter	.083 x	_____ pcs.	= \$ _____		3/5 Presorted	\$ _____ x	_____ pcs.	= \$ _____	
	Basic Nonletter	.083 x	_____ pcs.	= \$ _____		Basic Automation*	\$ _____ x	_____ pcs.	= \$ _____	
	Basic Automation Letter*	.076 x	_____ pcs.	= \$ _____		Basic Presorted	\$ _____ x	_____ pcs.	= \$ _____	
DSCF	Saturation Letter	.051 x	_____ pcs.	= \$ _____	DSCF	Saturation ECR	\$ _____ x	_____ pcs.	= \$ _____	
	Saturation Nonletter	.063 x	_____ pcs.	= \$ _____		High Density ECR	\$ _____ x	_____ pcs.	= \$ _____	
	High Density Letter	.057 x	_____ pcs.	= \$ _____		Basic ECR	\$ _____ x	_____ pcs.	= \$ _____	
	High Density Nonletter	.071 x	_____ pcs.	= \$ _____		3/5 Automation*	\$ _____ x	_____ pcs.	= \$ _____	
	Basic Letter	.078 x	_____ pcs.	= \$ _____		3/5 Presorted	\$ _____ x	_____ pcs.	= \$ _____	
	Basic Nonletter	.078 x	_____ pcs.	= \$ _____		Basic Automation*	\$ _____ x	_____ pcs.	= \$ _____	
	Basic Automation Letter*	.071 x	_____ pcs.	= \$ _____		Basic Presorted	\$ _____ x	_____ pcs.	= \$ _____	
DDU	Saturation Letter	.046 x	_____ pcs.	= \$ _____	DDU	Saturation ECR	\$ _____ x	_____ pcs.	= \$ _____	
	Saturation Nonletter	.058 x	_____ pcs.	= \$ _____		High Density ECR	\$ _____ x	_____ pcs.	= \$ _____	
	High Density Letter	.052 x	_____ pcs.	= \$ _____		Basic ECR	\$ _____ x	_____ pcs.	= \$ _____	
	High Density Nonletter	.066 x	_____ pcs.	= \$ _____						
	Basic Letter	.073 x	_____ pcs.	= \$ _____						
	Basic Nonletter	.073 x	_____ pcs.	= \$ _____						
	Basic Automation Letter*	.066 x	_____ pcs.	= \$ _____						
*Automation-compatible letters (DMM E640.2)					*Automation-compatible flats only (DMM C820)					
<b>Total — Part C (Carry to front of form)</b> \$ _____					<b>Total — Part D (Carry to front of form)</b> \$ _____					

United States Postal Service  
**Consolidated Postage Statement — Nonprofit Standard Mail Permit Imprint**

**Post Office Note Mail Arrival Time**

<b>Mailer Info</b>	Permit Holder's Name and Address	Telephone Number	Name and Address of Mailing Agent (If other than permit holder)	Telephone Number	Name and Address of Organization for Which Mailing is Prepared (If other than permit holder)
	CAPS Customer Ref. ID _____ Dun & Bradstreet No. _____		Dun & Bradstreet No. _____		
<b>Mailing Info</b>	Origin Post Office	Mailing Date	Permit Number	Federal Agency Cost Code	Mailing Cycle or Job Number and Description
	Prepared Under DMM (Check all that apply) <input type="checkbox"/> M610 (Ltrs., flats, parcels) <input type="checkbox"/> M610 (Upgr. ltrs.) <input type="checkbox"/> M620 (ECR) <input type="checkbox"/> M810 (Auto. letters) <input type="checkbox"/> M820 (Auto. flats)		Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation-Compatible Flats (DMM C820) <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels		Number of Containers (Fill in all that apply) 1' MM Trays _____ 2' MM Trays _____ 2' EMM Trays _____ Total Ltr. Trays _____ Flat Trays <u>N/A</u> Number of Sacks _____ Number of Pallets _____ Number of Other _____
	If Sacking, Based on: <input type="checkbox"/> 125 Pcs. <input type="checkbox"/> 15 Lbs. <input type="checkbox"/> Both				Sequencing Date (ECR only)

Enter the following information for each mailing represented in this consolidation. If more than three mailings are represented or more space is needed, attach a printout containing the same information in the same format. Enter presort and entry discount codes from reverse.

Postage Stmt. Sequence No.	PO & ZIP of Entry	Piece Weight	Entry Disc.	Presort Level	Rate	Number of Pieces/Lbs.	\$ Charge	Number of Containers	Number of Pieces	Total Weight	Postage
Enter the total of all pieces in each rate category on the reverse side.		Total No. Statements	For Attached Printouts or Postage Statements				Total From Attachments				
For Residual Shape Surcharge								Number of Pieces	Fee per Piece X \$ .10		
Postmaster: Report total postage in AIC 125.								<b>Total Postage Due (Add lines above)</b> →			
USPS: Additional Postage Payment (State reason. Add amount to line above)								\$	→		

**Certification**

The signature of a mailer certifies that: (1) the mailing does not violate DMM E670; (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) only the mailer's matter is being mailed; (4) this is not a cooperative mailing with other persons or organizations that are not authorized to mail at Nonprofit Standard Mail rates at this office; (5) this mailing has not been undertaken by the mailer on behalf of or produced for another person or organization not authorized to mail at Nonprofit Standard Mail rates at this office; and (7) it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing, whether due to a finding that the mailing is cooperative or for other reasons. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the nonprofit mailer, and that both the nonprofit mailer and the agent will be liable for and agree to pay any deficiencies.)

I hereby certify that all information furnished on this form is accurate, truthful, and complete; that this mailing meets any applicable CASS/MASS standards for address and barcode accuracy; that the material presented qualifies for the rates of postage claimed; and that this mailing does not contain any hazardous materials prohibited by postal regulations.

I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

**For Enclosed Reply Pieces (Automation rates only):** I certify that any letter-size cards or envelopes enclosed in the pieces described above bear the correct facing identification mark (FIM) and barcode and meet automation compatibility standards in DMM C810.

**For ZIP Codes (Presorted rates only):** I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.

Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.) \_\_\_\_\_ Telephone \_\_\_\_\_

<b>USPS Use Only</b>	Weight of a Single Piece 0 _____ lbs.	Total Postage	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Total Pieces	Total Weight	If "Yes," Reason		
	Check One (If applicable) <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled		Date Mailed Notified	Contact	By (Initials)
	I CERTIFY that these mailings have been inspected concerning: (1) eligibility for postage rate 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		Verifying Employee's Name		Time <b>AM</b> <b>PM</b>	



### Nonprofit Standard Mail — Permit Imprint

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>A Automation Rates — Letters and Flats 3.2873 Oz. (.2055 Lb.) or Less</b>				
None	A1 5-Digit Letter	.093 x	_____ pcs. = \$	_____
	A2 3-Digit Letter	.114 x	_____ pcs. = \$	_____
	A3 Basic Letter	.119 x	_____ pcs. = \$	_____
	A4 3/5 Flat	.144 x	_____ pcs. = \$	_____
	A5 Basic Flat	.182 x	_____ pcs. = \$	_____
DBMC	A6 5-Digit Letter	.077 x	_____ pcs. = \$	_____
	A7 3-Digit Letter	.098 x	_____ pcs. = \$	_____
	A8 Basic Letter	.103 x	_____ pcs. = \$	_____
	A9 3/5 Flat	.128 x	_____ pcs. = \$	_____
	A10 Basic Flat	.166 x	_____ pcs. = \$	_____
DSCF	A11 5-Digit Letter	.072 x	_____ pcs. = \$	_____
	A12 3-Digit Letter	.093 x	_____ pcs. = \$	_____
	A13 Basic Letter	.098 x	_____ pcs. = \$	_____
	A14 3/5 Flat	.123 x	_____ pcs. = \$	_____
	A15 Basic Flat	.161 x	_____ pcs. = \$	_____
<b>Total — Part A (Carry to front of form)</b>				\$ _____

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>C ECR Pieces 3.3103 Oz. (.2069 Lb.) or Less</b>				
None	C1 Saturation Letter	.072 x	_____ pcs. = \$	_____
	C2 Saturation Nonletter	.084 x	_____ pcs. = \$	_____
	C3 High Density Letter	.078 x	_____ pcs. = \$	_____
	C4 High Density Nonletter	.092 x	_____ pcs. = \$	_____
	C5 Basic Letter	.099 x	_____ pcs. = \$	_____
	C6 Basic Nonletter	.099 x	_____ pcs. = \$	_____
	C7 Basic Automation Letter*	.092 x	_____ pcs. = \$	_____
DBMC	C8 Saturation Letter	.056 x	_____ pcs. = \$	_____
	C9 Saturation Nonletter	.068 x	_____ pcs. = \$	_____
	C10 High Density Letter	.062 x	_____ pcs. = \$	_____
	C11 High Density Nonletter	.076 x	_____ pcs. = \$	_____
	C12 Basic Letter	.083 x	_____ pcs. = \$	_____
	C13 Basic Nonletter	.083 x	_____ pcs. = \$	_____
	C14 Basic Automation Letter*	.076 x	_____ pcs. = \$	_____
DSCF	C15 Saturation Letter	.051 x	_____ pcs. = \$	_____
	C16 Saturation Nonletter	.063 x	_____ pcs. = \$	_____
	C17 High Density Letter	.057 x	_____ pcs. = \$	_____
	C18 High Density Nonletter	.071 x	_____ pcs. = \$	_____
	C19 Basic Letter	.078 x	_____ pcs. = \$	_____
	C20 Basic Nonletter	.078 x	_____ pcs. = \$	_____
	C21 Basic Automation Letter*	.071 x	_____ pcs. = \$	_____
DDU	C22 Saturation Letter	.046 x	_____ pcs. = \$	_____
	C23 Saturation Nonletter	.058 x	_____ pcs. = \$	_____
	C24 High Density Letter	.052 x	_____ pcs. = \$	_____
	C25 High Density Nonletter	.066 x	_____ pcs. = \$	_____
	C26 Basic Letter	.073 x	_____ pcs. = \$	_____
	C27 Basic Nonletter	.073 x	_____ pcs. = \$	_____
	C28 Basic Automation Letter*	.066 x	_____ pcs. = \$	_____

\*Automation-compatible letters (DMM E640.2)

**Total — Part C (Carry to front of form)** \$ \_\_\_\_\_

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>B Presorted Pieces 3.2873 Oz. (.2055 Lb.) or Less</b>				
None	B1 3/5 Letter	.142 x	_____ pcs. = \$	_____
	B2 3/5 Nonletter	.165 x	_____ pcs. = \$	_____
	B3 Basic Letter	.169 x	_____ pcs. = \$	_____
	B4 Basic Nonletter	.233 x	_____ pcs. = \$	_____
DBMC	B5 3/5 Letter	.126 x	_____ pcs. = \$	_____
	B6 3/5 Nonletter	.149 x	_____ pcs. = \$	_____
	B7 Basic Letter	.153 x	_____ pcs. = \$	_____
	B8 Basic Nonletter	.217 x	_____ pcs. = \$	_____
DSCF	B9 3/5 Letter	.121 x	_____ pcs. = \$	_____
	B10 3/5 Nonletter	.144 x	_____ pcs. = \$	_____
	B11 Basic Letter	.148 x	_____ pcs. = \$	_____
	B12 Basic Nonletter	.212 x	_____ pcs. = \$	_____
<b>Total — Part B (Carry to front of form)</b>				\$ _____

**D Check  Pieces More Than 3.2873 Oz. (.2055 Lb.)**  
**One:  ECR Pieces More Than 3.3103 Oz. (.2069 Lb.)**

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
None	D1 Saturation ECR	.024 x	_____ pcs. = \$	_____
	plus	.290 x	_____ lbs. = \$	_____
	D2 High Density ECR	.032 x	_____ pcs. = \$	_____
	plus	.290 x	_____ lbs. = \$	_____
	D3 Basic ECR	.039 x	_____ pcs. = \$	_____
	plus	.290 x	_____ lbs. = \$	_____
	D4 3/5 Automation*	.031 x	_____ pcs. = \$	_____
	plus	.550 x	_____ lbs. = \$	_____
	D5 3/5 Presorted	.052 x	_____ pcs. = \$	_____
	plus	.550 x	_____ lbs. = \$	_____
	D6 Basic Automation*	.069 x	_____ pcs. = \$	_____
	plus	.550 x	_____ lbs. = \$	_____
	D7 Basic Presorted	.120 x	_____ pcs. = \$	_____
	plus	.550 x	_____ lbs. = \$	_____
DBMC	D8 Saturation ECR	.024 x	_____ pcs. = \$	_____
	plus	.211 x	_____ lbs. = \$	_____
	D9 High Density ECR	.032 x	_____ pcs. = \$	_____
	plus	.211 x	_____ lbs. = \$	_____
	D10 Basic ECR	.039 x	_____ pcs. = \$	_____
	plus	.211 x	_____ lbs. = \$	_____
	D11 3/5 Automation*	.031 x	_____ pcs. = \$	_____
	plus	.471 x	_____ lbs. = \$	_____
	D12 3/5 Presorted	.052 x	_____ pcs. = \$	_____
	plus	.471 x	_____ lbs. = \$	_____
	D13 Basic Automation*	.069 x	_____ pcs. = \$	_____
	plus	.471 x	_____ lbs. = \$	_____
	D14 Basic Presorted	.120 x	_____ pcs. = \$	_____
	plus	.471 x	_____ lbs. = \$	_____
DSCF	D15 Saturation ECR	.024 x	_____ pcs. = \$	_____
	plus	.190 x	_____ lbs. = \$	_____
	D16 High Density ECR	.032 x	_____ pcs. = \$	_____
	plus	.190 x	_____ lbs. = \$	_____
	D17 Basic ECR	.039 x	_____ pcs. = \$	_____
	plus	.190 x	_____ lbs. = \$	_____
	D18 3/5 Automation*	.031 x	_____ pcs. = \$	_____
	plus	.450 x	_____ lbs. = \$	_____
	D19 3/5 Presorted	.052 x	_____ pcs. = \$	_____
	plus	.450 x	_____ lbs. = \$	_____
	D20 Basic Automation*	.069 x	_____ pcs. = \$	_____
	plus	.450 x	_____ lbs. = \$	_____
	D21 Basic Presorted	.120 x	_____ pcs. = \$	_____
	plus	.450 x	_____ lbs. = \$	_____
DDU	D22 Saturation ECR	.024 x	_____ pcs. = \$	_____
	plus	.164 x	_____ lbs. = \$	_____
	D23 High Density ECR	.032 x	_____ pcs. = \$	_____
	plus	.164 x	_____ lbs. = \$	_____
	D24 Basic ECR	.039 x	_____ pcs. = \$	_____
	plus	.164 x	_____ lbs. = \$	_____

\*Automation-compatible flats only (DMM C820)

**Total — Part D (Carry to front of form)** \$ \_\_\_\_\_

United States Postal Service
Consolidated Postage Statement — Nonprofit Standard Mail
Postage Affixed

Post Office Note Mail Arrival Time

Mailer Info: Permit Holder's Name and Address, Telephone Number, Name and Address of Mailing Agent, Telephone Number, Name and Address of Organization for Which Mailing Is Prepared.
Mailing Info: Origin Post Office, Mailing Date, Permit Number, Meter/ Stamps, Prepared Under DMM, Processing Category, Number of Containers, Sequencing Date.

Postage Computation Table with columns: Postage Stmt. Sequence No., PO & ZIP of Entry, Piece Weight, Entry Disc., Presort Level, Rate, Number of Pieces/Lbs., \$ Charge, Number of Containers, Number of Pieces, Total Weight, Postage. Includes summary rows for totals and postage due.

Certification: The signature of a mailer certifies that: (1) the mailing does not violate DMM E670; (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) only the mailer's matter is being mailed; (4) this is not a cooperative mailing with other persons or organizations that are not authorized to mail at Nonprofit Standard Mail rates at this office; (5) this mailing has not been undertaken by the mailer on behalf of or produced for another person or organization not authorized to mail at Nonprofit Standard Mail rates at this office; (6) the mailing, if made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (7) it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing, whether due to a finding that the mailing is cooperative or for other reasons. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the nonprofit mailer, and that both the nonprofit mailer and the agent will be liable for and agree to pay any deficiencies.)

USPS Use Only: Weight of a Single Piece, Are figures at left adjusted from mailer's entries?, Check One (Presort Verification/Not Scheduled/Performed as Scheduled), I CERTIFY that these mailings have been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee. Includes fields for Date Mailed, Contact, By (Initials), Verifying Employee's Signature, Name, Time, AM/PM, and Round Stamp.



### Nonprofit Standard Mail — Postage Affixed

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total	Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>A</b> Automation Rates — Letters and Flats 3.2873 Oz. (.2055 Lb.) or Less					<b>B</b> Presorted Pieces 3.2873 Oz. (.2055 Lb.) or Less				
None	A1 5-Digit Letter	.093 x _____	pcs. = \$ _____		None	B1 3/5 Letter	.142 x _____	pcs. = \$ _____	
	A2 3-Digit Letter	.114 x _____	pcs. = \$ _____			B2 3/5 Nonletter	.165 x _____	pcs. = \$ _____	
	A3 Basic Letter	.119 x _____	pcs. = \$ _____			B3 Basic Letter	.169 x _____	pcs. = \$ _____	
	A4 3/5 Flat	.144 x _____	pcs. = \$ _____			B4 Basic Nonletter	.233 x _____	pcs. = \$ _____	
	A5 Basic Flat	.182 x _____	pcs. = \$ _____		<b>DBMC</b>	B5 3/5 Letter	.126 x _____	pcs. = \$ _____	
<b>DBMC</b>	A6 5-Digit Letter	.077 x _____	pcs. = \$ _____			B6 3/5 Nonletter	.149 x _____	pcs. = \$ _____	
	A7 3-Digit Letter	.098 x _____	pcs. = \$ _____			B7 Basic Letter	.153 x _____	pcs. = \$ _____	
	A8 Basic Letter	.103 x _____	pcs. = \$ _____			B8 Basic Nonletter	.217 x _____	pcs. = \$ _____	
	A9 3/5 Flat	.128 x _____	pcs. = \$ _____		<b>DSCF</b>	B9 3/5 Letter	.121 x _____	pcs. = \$ _____	
	A10 Basic Flat	.166 x _____	pcs. = \$ _____			B10 3/5 Nonletter	.144 x _____	pcs. = \$ _____	
<b>DSCF</b>	A11 5-Digit Letter	.072 x _____	pcs. = \$ _____			B11 Basic Letter	.148 x _____	pcs. = \$ _____	
	A12 3-Digit Letter	.093 x _____	pcs. = \$ _____			B12 Basic Nonletter	.212 x _____	pcs. = \$ _____	
	A13 Basic Letter	.098 x _____	pcs. = \$ _____		<b>Total — Part B (Carry to front of form)</b> \$ _____				
	A14 3/5 Flat	.123 x _____	pcs. = \$ _____		<b>D</b> Check <input type="checkbox"/> Pieces More Than 3.2873 Oz. (.2055 Lb.) One: <input type="checkbox"/> ECR Pieces More Than 3.3103 Oz. (.2069 Lb.)				
	A15 Basic Flat	.161 x _____	pcs. = \$ _____		As described in DMM E612, compute and enter the rate for each piece in the "Rate per Piece" column.				
<b>Total — Part A (Carry to front of form)</b> \$ _____					↓				
<b>C</b> ECR Pieces 3.3103 Oz. (.2069 Lb.) or Less					None	D1 Saturation ECR	\$ _____ x _____	pcs. = \$ _____	
	C1 Saturation Letter	.072 x _____	pcs. = \$ _____			D2 High Density ECR	\$ _____ x _____	pcs. = \$ _____	
	C2 Saturation Nonletter	.084 x _____	pcs. = \$ _____			D3 Basic ECR	\$ _____ x _____	pcs. = \$ _____	
	C3 High Density Letter	.078 x _____	pcs. = \$ _____			D4 3/5 Automation*	\$ _____ x _____	pcs. = \$ _____	
	C4 High Density Nonletter	.092 x _____	pcs. = \$ _____			D5 3/5 Presorted	\$ _____ x _____	pcs. = \$ _____	
	C5 Basic Letter	.099 x _____	pcs. = \$ _____			D6 Basic Automation*	\$ _____ x _____	pcs. = \$ _____	
	C6 Basic Nonletter	.099 x _____	pcs. = \$ _____			D7 Basic Presorted	\$ _____ x _____	pcs. = \$ _____	
	C7 Basic Automation Letter*	.092 x _____	pcs. = \$ _____		<b>DBMC</b>	D8 Saturation ECR	\$ _____ x _____	pcs. = \$ _____	
<b>DBMC</b>	C8 Saturation Letter	.056 x _____	pcs. = \$ _____			D9 High Density ECR	\$ _____ x _____	pcs. = \$ _____	
	C9 Saturation Nonletter	.068 x _____	pcs. = \$ _____			D10 Basic ECR	\$ _____ x _____	pcs. = \$ _____	
	C10 High Density Letter	.062 x _____	pcs. = \$ _____			D11 3/5 Automation*	\$ _____ x _____	pcs. = \$ _____	
	C11 High Density Nonletter	.076 x _____	pcs. = \$ _____			D12 3/5 Presorted	\$ _____ x _____	pcs. = \$ _____	
	C12 Basic Letter	.083 x _____	pcs. = \$ _____			D13 Basic Automation*	\$ _____ x _____	pcs. = \$ _____	
	C13 Basic Nonletter	.083 x _____	pcs. = \$ _____			D14 Basic Presorted	\$ _____ x _____	pcs. = \$ _____	
	C14 Basic Automation Letter*	.076 x _____	pcs. = \$ _____		<b>DSCF</b>	D15 Saturation ECR	\$ _____ x _____	pcs. = \$ _____	
<b>DSCF</b>	C15 Saturation Letter	.051 x _____	pcs. = \$ _____			D16 High Density ECR	\$ _____ x _____	pcs. = \$ _____	
	C16 Saturation Nonletter	.063 x _____	pcs. = \$ _____			D17 Basic ECR	\$ _____ x _____	pcs. = \$ _____	
	C17 High Density Letter	.057 x _____	pcs. = \$ _____			D18 3/5 Automation*	\$ _____ x _____	pcs. = \$ _____	
	C18 High Density Nonletter	.071 x _____	pcs. = \$ _____			D19 3/5 Presorted	\$ _____ x _____	pcs. = \$ _____	
	C19 Basic Letter	.078 x _____	pcs. = \$ _____			D20 Basic Automation*	\$ _____ x _____	pcs. = \$ _____	
	C20 Basic Nonletter	.078 x _____	pcs. = \$ _____			D21 Basic Presorted	\$ _____ x _____	pcs. = \$ _____	
	C21 Basic Automation Letter*	.071 x _____	pcs. = \$ _____		<b>DDU</b>	D22 Saturation ECR	\$ _____ x _____	pcs. = \$ _____	
<b>DDU</b>	C22 Saturation Letter	.046 x _____	pcs. = \$ _____			D23 High Density ECR	\$ _____ x _____	pcs. = \$ _____	
	C23 Saturation Nonletter	.058 x _____	pcs. = \$ _____			D24 Basic ECR	\$ _____ x _____	pcs. = \$ _____	
	C24 High Density Letter	.052 x _____	pcs. = \$ _____		<b>Total — Part D (Carry to front of form)</b> \$ _____				
	C25 High Density Nonletter	.066 x _____	pcs. = \$ _____		*Automation-compatible flats only (DMM C820)				
	C26 Basic Letter	.073 x _____	pcs. = \$ _____		<b>Total — Part C (Carry to front of form)</b> \$ _____				
	C27 Basic Nonletter	.073 x _____	pcs. = \$ _____		PS Form 3602-PNV, February 2000 (Page 2 of 2)				
	C28 Basic Automation Letter*	.066 x _____	pcs. = \$ _____						

## REMINDER

## Pickup Service Fee

This is a reminder that the \$8.25 pickup fee is charged each time pickup service is provided for Express Mail, Priority Mail, or Parcel Post in accordance with *Domestic Mail Manual* (DMM) D010. Because rates for Express Mail, Priority Mail, and Parcel Post do not cover the costs of providing pickup service, the pickup fee must be charged. A separate article in this *Postal Bulletin* revises DMM D010. This revision does not substantially change existing standards; instead, it clarifies DMM language and adds some new options for mailers.

### What Can Be Picked Up

Customers schedule pickup service by calling 1-800-ASK-USPS (275-8777) or 1-800-222-1811. On-call and scheduled pickup service is available for Express Mail, Priority Mail, and for single piece Parcel Post (on-call service for Parcel Post is a new option added in the DMM revision that appears on page 27). Except for merchandise return service (MRS) items and Express Mail being paid through a corporate account, all mail must be fully prepaid (postage affixed) with postage meter stamps or adhesive stamps prior to pickup. Parcel Post paid at presorted rates *may not* be picked up.

Items with certain special services cannot be picked up. These include services such as insurance and registered mail for which a customer must take their mailpiece to a retail window. Delivery Confirmation and certified mail may be included on pieces that are picked up.

### When to Charge the Fee

The pickup fee is charged:

- Each time service is provided, regardless of the number of pieces or combination of mail classes picked up.
- For additional trips when necessary for exceptional high volume of pieces.
- In conjunction with Express Mail reshipment (D500.3).

Customers must fill out Form 5541, *Pickup Service Statement* (see page 26 of this *Postal Bulletin*), for each pickup. See below for how customers can pay the pickup service fee.

### When Not to Charge the Fee

The pickup fee is not charged for:

- Pieces collected during a regular delivery or collection stop.
- Priority Mail reshipment used with MRS (S923.1 and E120.1.3).
- A pickup that is canceled by the customer as required.

A pickup fee is not charged if pickup service is provided during a regular delivery stop or a scheduled collection stop (D010.2.3).

When an MRS permit holder indicates pickup service on the MRS label, that fee is *not* charged to the customer returning merchandise with the label (nor must that customer fill out Form 5541). Instead, the pickup fee is charged to the permit holder.

### How to Pay the Fee

For each pickup and fee payment, the mailer must complete PS Form 5541, *Pickup Service Statement* (shown on page 26 of this *Postal Bulletin*). This form is available to customers at their local post office. Post offices and customers can order Form 5541 and Form 5541-C (a continuous feed version) from the Express and Priority Mail Supply Center (1-800-610-8734). PS Form 5541 is a three-part form and therefore cannot be made available on the USPS Web site. Copy 1 of a completed Form 5541 is forwarded to Finance (through Retail), Copy 2 is forwarded to the Express Mail manager, and Copy 3 is given to the customer as a receipt.

Customers may pay for pickup service in one of the following ways:

1. Meter stamps, precanceled stamps, and adhesive stamps. Customers simply affix postage in Block 1 of Form 5541.
2. Check. Customers write a check to "Postmaster" and attach it to Form 5541. The check is processed by the serving post office's retail unit, who affixes postage to the PS Form 5541 (e.g., PVI label, postage meter stamp, or adhesive stamps).
3. Regular postage due account (this is a new option added in the DMM revision that appears on page 27). Customers must write "Regular Postage Due Account" in Block 5 on Form 5541. The sample form on page 26 of this *Postal Bulletin* shows this option. A future revision of Form 5541 will include a checkbox for this purpose. Form 5541 is forwarded to the office that maintains the postage due account.
4. Express Mail Corporate Account. Customers write their account number in Block 5 of Form 5541. Each Express Mail item must be listed separately in Block 6. Form 5541 is forwarded for input into the Electronic Marketing Reporting System.
5. Federal agency account. Customers write their account number in Block 5. Form 5541 is forwarded for input into the Electronic Marketing Reporting System.

6. Merchandise return service permit. This is available for mailers who specify on the MRS label that they are willing to pay for pickup service.

The pickup fee *may not* be paid in cash.

**Pickup Service With Merchandise Return Service**

Merchandise return service permit holders can designate pickup service for Priority Mail and Parcel Post by providing their customer a properly formatted MRS label under S923. The pickup fee is paid by the MRS permit holder. If a piece of MRS with pickup service is picked up along with other mail, then a pickup fee is charged only to the MRS permit holder. The cus-

tomers is not charged a separate fee for the other pieces that are picked up. PS Form 5541 is not required.

On an MRS label, some special services are mutually exclusive with pickup service. For example, customers must take an MRS piece with insurance to a retail counter to be accepted. Customers may request pickup service at their own expense for MRS pieces that do not specify pickup service on the MRS label. In this instance, the customer must fill out Form 5541 and pay the \$8.25 fee.

— Mail Preparation and Standards, Pricing and Product Design, 2-10-00

United States Postal Service <b>Pickup Service Statement for                  Express Mail, Priority Mail, or Parcel Post</b>		1. Attach Meter Strip or Stamps Here							
2. Customer Name and Address (No., Street, Ste. No., City, and State)		3. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 70%; text-align: center;">Express Mail</td> <td style="width: 30%; text-align: center;">Quantity</td> </tr> <tr> <td style="text-align: center;">Priority Mail</td> <td style="text-align: center;">Quantity</td> </tr> <tr> <td style="text-align: center;">Parcel Post</td> <td style="text-align: center;">Quantity</td> </tr> </table>		Express Mail	Quantity	Priority Mail	Quantity	Parcel Post	Quantity
Express Mail	Quantity								
Priority Mail	Quantity								
Parcel Post	Quantity								
4. Custom Design Agreement (CDA)  CDA Number _____		5. Method of Payment <b>Regular Postage Due Account</b> <input type="checkbox"/> Corporate Account <input type="checkbox"/> Federal Agency Account <input type="checkbox"/> Meter Strip or Stamps No. _____    No. _____    (Apply fee in item 1 above)							
<b>6. Express Mail Label Numbers</b>									
Item No.	Express Mail Label Number	Item No.	Express Mail Label Number	Item No.	Express Mail Label Number				
1		6		11					
2		7		12					
3		8		13					
4		9		14					
5		10		15					
7. Customer Signature		8a. USPS Signature		8b. Date of Pickup		8c. Time of Pickup			
PS Form 5541, August 1996				1-Finance Copy 2-Express Mail Manager Copy 3-Customer Copy					

DMM REVISION

**Pickup Service**

Effective February 10, 2000, *Domestic Mail Manual* (DMM) D010 is revised to allow on-call service for Parcel Post, to add a new payment option for pickup fees, and to clarify existing standards for pickup service. Except for these minor revisions, there are no changes to the way the Postal Service implements pickup service. DMM S923 also is revised to clarify that pickup service can be requested by merchandise return service permit holders.

Pickup service is offered to customers for a fee to make our package services (Express Mail, Priority Mail, and Parcel Post) more convenient to use. A companion article in this *Postal Bulletin* describes in detail how to correctly apply and collect the pickup fee.

Customers who choose the new option to pay for pickup service using a regular postage due account must write "Regular Postage Due Account" in Block 5 on Form 5541. The sample form on page 26 of this *Postal Bulletin* shows this option. A future revision of Form 5541 will include a checkbox for this purpose.

Postal employees who are unsure when and how to charge for pickup service should review this DMM language and the accompanying article on page 25. Employees with further questions should contact their Manager, Operations Programs Support or Manager, Business Mail Entry.

These revisions will appear in the next printed version of the DMM and are included in the monthly update of the online DMM available via Postal Explorer (<http://pe.usps.gov>).

**Domestic Mail Manual (DMM)**

**D Deposit, Collection, and Delivery**

**D000 Basic Information**

**D010 Pickup Service**

**1.0 BASIC STANDARDS**

**1.1 Availability**

Pickup service is available from designated post offices for:

- a. Express Mail.
- b. Priority Mail.
- c. Single-piece Parcel Post.

**1.2 Special Services**

Certified mail and Delivery Confirmation are the only special postal services that may be used with pieces that are picked up.

**1.3 Volume**

There are no limitations on the number of pieces that may be picked up. The USPS may defer pickup or make multiple

pickups at no additional charge to the customer if the volume to be picked up exceeds available vehicle capacity. The USPS may establish plant load service if warranted.

**1.4 Standards**

Each piece of Express Mail, Priority Mail, or Parcel Post must meet all applicable eligibility and preparation standards. Material prepared for Express Mail or Priority Mail drop shipment must meet the applicable standards in M072.

**1.5 Form 5541**

When paying the fee, a customer must complete Form 5541 for items receiving pickup service. Each piece of Express Mail must be listed by label number.

**1.6 Collecting Other Mail**

Incidental amounts of other postage-affixed full-rate mail also may be collected when pickup service is provided.

**1.7 Service Changes**

The USPS may suspend or refuse pickup service due to exceptional or unsafe situations (e.g., hazardous weather or road conditions, facility emergencies on customer or USPS property, unforeseen employee or vehicle shortages, or unsafe or inadequate mailer facilities).

**2.0 POSTAGE AND FEES**

**2.1 Postage**

The correct amount of postage must be affixed to each piece. *Exception:* Express Mail paid with a corporate account, Priority Mail or Parcel Post with a merchandise return service label (S923), and manifest mailings approved by the RCSC do not need to have postage affixed.

**2.2 Fee Charged**

Pickup fees are listed in R100, R500, and R600. The customer is charged the required fee:

- a. Every time pickup service is provided, regardless of the number of pieces or combination of classes of mail.
- b. For additional trips to pick up exceptional volume of which the serving post office was not notified.

**2.3 Fee Not Charged**

The customer is not charged the applicable fee for:

- a. A scheduled pickup that is canceled as required.
- b. An on-call pickup that is canceled before the USPS employee is dispatched for the pickup.
- c. Express Mail, Priority Mail, or Parcel Post that is collected during a regular delivery stop or a scheduled stop to collect mail not subject to a pickup fee.

- d. Priority Mail or Parcel Post using a merchandise return service label that indicates that the permit holder will pay for pickup service.
- e. Priority Mail reshipment service (E120).

**2.4 Fee Payment Method**

The pickup fee must be paid by one of these methods:

- a. Meter, precanceled, or adhesive stamps affixed to Form 5541.
- b. Federal agency number or Express Mail Corporate Account Number written on Form 5541.
- c. Check payable to the postmaster of the serving post office.
- d. Advance deposit account used by the merchandise return service permit holder to pay other applicable postage and fees (S923).
- e. Regular postage due account maintained by the mailer at the serving post office.

**3.0 ON-CALL SERVICE**

**3.1 Availability**

On-call pickup service is available only from designated post offices with city delivery.

**3.2 Requesting a Pickup**

A customer may obtain information about the availability of pick-up service and schedule a pickup by calling 1-800-222-1811 or 1-800-ASK-USPS. Pickups are made within 2 hours of the request. A pickup can be made later than 2 hours after the request if the customer and the serving post office agree and service is not adversely affected. Depending on the time of the request and the delivery schedule of the serving post office, the pickup may be deferred to the next business day. When scheduling a pickup, the customer must indicate the quantity of mail to be picked up.

**4.0 SCHEDULED SERVICE**

**4.1 Availability**

Scheduled pickup service is available from post offices with city delivery and from other post offices where the customer's address is along the line of travel and within the regular delivery period of a rural route or highway contract route.

**4.2 Service Agreement**

A customer requesting scheduled pickup service must enter into a service agreement with the USPS. The agreement specifies the time, place, day or date, frequency of service, and approximate volume per pickup.

**4.3 Service Hours**

Scheduled pickup service may be requested during the regular business hours of the serving post office. Scheduled pickup service begins the day after the service agreement is finalized and continues until the customer cancels it.

**4.4 Customer Changes**

The customer must notify the serving post office at least 24 hours before a scheduled pickup if the pickup is to be canceled or the volume of mail to be picked up is more than 20% higher than the volume specified in the service agreement. The customer may:

- a. Amend the service agreement, effective 5 business days after the USPS receives the customer's written notice to the serving post office.
- b. Terminate scheduled pickup service, effective 24 hours after the USPS receives the customer's written notice to the serving post office. The customer must pay all fees for pickup service provided before termination of service.

**4.5 USPS Changes**

The USPS may:

- a. Change the service agreement, effective 5 business days after the customer receives written notice from the serving post office. The customer may appeal this notice to the district manager but must pay all fees for pickup service provided during the appeal period.
- b. Terminate scheduled pickup service, effective 24 hours after the customer receives written notice from the serving post office. Termination must be based on the customer's failure to pay postage and fees or to meet the standards for pickup service or Express Mail, Priority Mail, or Parcel Post. The customer may appeal this notice to the district manager but must pay for all fees for pickup service provided during the appeal period.

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**S Special Services**

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**S900 Special Postal Services**

\* \* \* \* \*

**S920 Convenience**

\* \* \* \* \*

**S923 Merchandise Return Service**

\* \* \* \* \*



**4.0 ADDITIONAL FEATURES**

\* \* \* \* \*

[Add new 4.13 for pickup service to read as follows:]

**4.13 Pickup Service**

The permit holder may obtain pickup service with MRS. Pickup service may be combined with certified mail (Priority Mail only),

delivery confirmation, and special handling. Customers may request pickup service at their own expense for MRS items that do not have "Pickup Service Fee" specified on the label (D010).

— Mail Preparation and Standards,  
Pricing and Product Design, 2-10-00

REMINDER

**Use of No. 2 Domestic Canvas Pouches**

Mail processing offices are notified that until further notice, No. 2 domestic canvas pouches are to be used only to transport registered mail. This restriction includes the issue of empty No. 2 domestic pouches to commercial mailers for any reason.

Your assistance in conserving our inventory No. 2 domestic canvas pouches is appreciated.

— Mail Transport Equipment,  
Network Operations Management, 2-10-00

REMINDER

**PC Postage**

In August 1996 the Postal Service, in compliance with Aviation Security regulations, adopted the requirement that parcels containing stamps as postage and weighing 16 ounces or more must be presented at post office retail windows. The only exception to this requirement is for parcels received from "known users," who are not subject to this regulation. "Known users" are defined as postal customers who have current accounts with the Postal Service.

Attempting to adhere to the Aviation Security policy, some employees have incorrectly refused parcels in excess of 1 pound bearing indicia acquired via PC Postage products. The terms of the agreement between the Postal Service and vendors who provide PC Postage require their customers to register and open accounts, thus establishing them as "known users."

"The relationship between the Postal Service and PC Postage vendors allows us to offer greater ease of use to customers," said John Kelly, president, Expedited/Package Services. "Let's follow through on this commitment by helping customers replace window transactions with 'one stop shopping' online. Accepting parcels from 'known users' will do just that," Kelly added.

Existing PC Postage products are:

E-Stamp Internet Postage®	www.estamp.com	Available August 1999
Stamps.com Internet Postage™	www.stamps.com	Available August 1999
ClickStamp™ Plus	www.pitneybowes.com/soho	In final phase of field test
PC Stamp™	www.pcstamp.com	In 2nd phase of 3-phase field test
ClickStamp™ Online	www.pitneybowes.com/soho	In final phase of field test
PostagePlus™	www.postageplus.com	In 2nd phase of 3-phase field test

— Communications, Expedited/Package Services, 2-10-00



## Updated Ordering Information for PS Form 3849, Delivery Notice/Reminder/Receipt, November 1999 Version

As stated in *Postal Bulletin* 22014 (12-30-99), a new version of PS Form 3849, *Delivery Notice/Reminder/Receipt*, was created to improve optical scanning recognition of the form. The November 1999 version of PS Form 3849 includes the placement of the text "USPS" on the barcoded side of the form, below the delivery section.

Release of this version of PS Form 3849 was originally scheduled from the Material Distribution Center (MDC) in January 2000. However, the revised PS Form 3849 was not printed to the proper specifications so there will be a delay in

distributing the November 1999 version of the form (from the Material Distribution Center only).

Offices ordering overprinted stock from their area print contract should be receiving the new forms currently or in the near future. Any salmon colored version of PS Form 3849 dated October 1998 or later will be valid with the enhanced signature capture process. Yellow PS Forms 3849 dated prior to October 1998 must be recycled at this time.

— *Expedited/Package Services, 2-10-00*

## Distribution of New Barcoded Special Services Labels and Forms

This is to alert all post offices, stations, and branches that distribution is under way for the new barcoded special services forms and labels. Distribution of all new forms and labels is scheduled for completion by February 29, 2000. The new barcoded forms and labels are PS Form 3800, *Receipt for Certified Mail*, PS Form 3813-P, *Receipt for Insured Mail — Domestic International*, Label 200, *Registered Mail*, PS Form 3804, *Return Receipt for Merchandise*, and PS form 8099, *Receipt for Recorded Delivery (International Mail Only)*. Because the forms and labels come from different print locations, postal facilities will receive their supply of each form or label in separate shipments. Distribution started with the locations that have ordered the highest volumes of each label and form and work down to the smallest volume locations. Because many high volume locations also supply other post offices and large customers in their service areas, these shipments will arrive at these locations first.

Immediately recycle all previous versions of these forms and labels in all post offices and customer locations when the new supply is received. The most important feature of the new forms and labels is the addition of a barcode. The barcoded special services labels and forms are a critical part of the new signature capture process that will begin in March. Delivery employees

will scan the barcodes to create an electronic record of delivery. Delivery employees will be required to manually enter any special service label that is not barcoded. The immediate disposal of all non-barcoded versions of special services labels and forms will ensure that the new signature capture process will be easy and efficient for delivery employees.

### If you receive forms/labels for your unit only:

It is extremely important that these new forms and labels are placed into immediate use and all supplies and stock of previous versions (without barcodes) are removed from post offices and customer premises and destroyed through appropriate recycling means.

### If your unit also supplies other post offices or customers:

If other post offices, branches, stations, or customer locations routinely receive their supply of special services forms and labels from your unit, it is extremely important that an appropriate supply of the new forms and labels be shipped to these other post offices, branches, stations, and customer locations immediately with a copy of the instructions included in the shipment.

— *Special Services, Core Business Marketing, 2-10-00*

## APO/FPO Changes

Make the following ink changes to the most recent APO/FPO table in *Postal Bulletin* 22016 (1-27-00).

APO/FPO	Action	Effective Date	See Restrictions
09782	Close	Immediately	
09783	Close	Immediately	
09785	Close	Immediately	
09786	Close	Immediately	
09787	Close	Immediately	
09828	Delete "I" Restriction	Immediately	B-N-Z1
34011	Close	Immediately	

— *International Operations Support, Network Operations Management, 2-10-00*

# Finance

REMINDER

## International Reply Coupons

Statement of account post offices (non-standard field accounting system (SFAS)) must include all U.S.-issued refunded international reply coupons (IRCs) and exchanged foreign-issued IRCs dated January 1, 1993, through December 31, 1999, with their statement of account for accounting period (AP) 6, or postal quarter (PQ) II, ending February 25, 2000.

Redemption rates are:

**Exchanged foreign-issued**

- a. 1-1-93 through 7-8-95: 50 cents
- b. 7-9-95 through 12-31-99: 60 cents

**U.S.-issued refunded** (purchase price less \$0.01)

- a. 1-1-93 through 7-8-95: 94 cents
- b. 7-9-95 through 12-31-99: \$1.04

Section 426.9 of Handbook F-1, *Post Office Accounting Procedures*, contains specific instructions for collection and proper documentation of exchanged foreign-issued and U.S.-issued refunded IRCs for post offices (non-SFAS), stations and branches, SFAS units, stamp distribution offices, and stamp services centers.

When submitting IRCs with the statement of account, package the exchanged foreign-issued and U.S.-issued refunded IRCs separately. Separate each package by denomination (i.e., exchanged foreign-issued 50 cents from the 60 cents and U.S.-issued refunded 94 cents from \$1.04). The Eagan accounting service center (ASC) will accept only properly processed IRCs.

— *Post Office Accounting, Finance, 2-10-00*

REMINDER

## Migratory Bird Stamp Destruction

The following table is a reminder of the deadlines by which unsold migratory bird stamps should be returned for destruction. Additional information can be found in a previous change to Chapter 4 of Handbook F-1, *Post Office Accounting Procedures*, published in *Postal Bulletin* 21964 (1-29-98), which has been incorporated into the online version of Handbook F-1.

District customer service and sales offices must establish a destruction schedule to submit all unsold migratory bird stamps to the stamp destruction committee no later than accounting period (AP) 8 for stamp distribution offices (SDOs) or AP 7 to the stamp return committee for stamp service center (SSC) offices.

Procedures for:	Facility Type		
	Post Offices Served by SDO (statement of account offices)	Stations, Branches, and Standard Field Accounting Procedures (SFAP) Offices Served by SDO	Post Offices, Stations, and Branches served by SSC
Unsold migratory bird stamps in stamp credits	Return to main stock by AP 6.	Return to unit reserve by AP 6.	Return to unit reserve/main stock by AP 6.
Unsold migratory bird stamps in unit reserve or main stock	Return to stamp destruction committee by AP 8.	Return to stamp destruction committee by AP 8.	Return to stamp service center by AP 7.
Forms	PS 3238, <i>Stamp and Stamped Paper Destruction Certificate</i>	PS 3238, <i>Stamp and Stamped Paper Destruction Certificate</i>	PS Form 17-T, <i>Accountable Items Returned to Stamp Distribution Network</i>

**Notes:**

1. Unsold migratory bird stamps more than two years old in philatelic retail units must be submitted to the stamp destruction committee by AP 8 for SDOs or the SSC by AP 7 for SSC offices.
2. Offices designated as philatelic outlets are the only outlets that should have an ending bird stamp inventory on the AP 9/postal quarter (PQ 3) statement of account. These offices should list inventory of migratory bird stamps by year of issue and face value in the remarks section of the statement of account.

— *Post Office Accounting, Finance, 2-10-00*

## Fraud Alert

### Missing, Lost, or Stolen U.S. Money Order Forms

#### Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. All interim notices should be destroyed when the numbers

listed appear in the *Postal Bulletin*. The actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

011 582 1889 to 011 582 1899	385 568 2331 to 2399	399 792 7775 to 7799	411 922 2322 to 2399
011 588 2900 to 011 588 3099	385 599 7554 to 7575	399 792 8300 to 8399	412 193 0900 to 0999
013 289 6176 to 013 289 6199	385 774 2024 to 2099	<b>400 427 1051 to 1999</b>	412 395 8599 to 8699
014 932 1000 to 014 932 1099	386 624 1412 to 1599	401 045 1505 to 1549	412 485 6500 to 6599
014 972 0800 to 014 972 0899	386 883 8936 to 8999	401 045 1571 to 1599	412 485 6610 to 6699
210 221 0548 to 210 221 0599	387 314 5574 to 5599	401 294 2700 to 2799	412 885 5953 to 5999
273 070 8059 to 273 070 8099	387 837 6300 to 6399	401 310 9505 to 9599	414 193 3608 to 3674
273 775 7700 to 273 775 7899	388 828 0656 to 0699	401 382 5312 to 5399	414 193 3677 to 3699
302 000 0000 to 302 123 9999	389 696 2400 to 2799	402 578 7876 to 7899	414 411 7348 to 7399
349 746 2056 to <b>2099</b>	389 846 3104 to 3135	403 125 6744 to 6799	414 640 0757 to 0799
350 518 7350 to <b>7374</b>	389 846 3145 to 3195	403 260 7000 to 7499	414 965 1727 to 1799
360 011 1690 to <b>1699</b>	389 887 9211 to 9230	403 280 6470 to 6499	417 302 8104 to 8199
360 168 6008 to 6099	389 887 9234 to 9299	403 685 8600 to 8699	417 387 6532 to 6599
360 173 8800 to 8899	<b>390 001 3182 to 3199</b>	404 003 0300 to 0399	417 496 6800 to 6999
360 324 2326 to 2399	390 001 3500 to 3699	404 041 8838 to 8899	417 871 9250 to 9299
362 861 3064 to 3099	390 545 5974 to 5999	404 071 4268 to 4299	417 930 9533 to 9599
373 006 2176 to <b>2199</b>	391 104 6146 to 6199	404 347 5356 to 5399	418 164 6500 to 6799
374 768 2600 to 2699	391 574 1466 to 1499	404 347 5548 to 5599	418 423 9863 to 9899
375 169 4400 to 4599	391 783 3020 to 3599	404 726 4500 to 4599	418 633 5922 to 5999
375 829 3400 to 3499	391 792 6100 to 6199	404 961 5001 to 5199	418 719 8520 to 8599
375 851 9100 to 9199	392 668 2956 to 2999	405 325 0188 to 0198	418 744 2235 to 2299
376 196 0911 to 0999	392 854 8500 to 8899	406 009 4587 to 4599	418 962 2848 to 2899
378 085 3679 to 3699	393 584 7566 to 7699	406 260 6830 to 6899	419 543 0286 to 0299
378 351 1063 to 1099	393 650 0074 to 0099	406 459 6641 to 6999	419 730 0300 to 0399
379 843 5100 to 5199	393 838 8316 to 8499	406 733 3000 to 3999	<b>420 277 0015 to 0049</b>
<b>380 093 9600 to 9699</b>	393 893 6007 to 6099	407 545 1557 to 1599	420 599 0734 to 0798
380 165 1165 to 1199	394 126 6907 to 6999	407 594 0412 to 0599	420 661 4115 to 4199
381 325 4500 to 4599	394 189 0405 to 0599	407 692 9100 to 9299	420 758 9500 to 9699
381 604 2510 to 2699	394 822 3243 to 3278	407 959 2190 to 2199	420 969 3951 to 3971
381 645 9525 to 9599	394 990 1810 to 1899	408 265 2275 to 2288	420 969 3973 to 3999
383 314 3968 to 3999	395 343 3264 to 3299	408 499 7700 to 7799	421 116 3565 to 3599
383 892 1000 to 1344	395 373 3035 to 3099	408 499 7900 to 7999	421 130 9300 to 9399
383 892 1382 to 1399	395 396 9649 to 9799	408 682 8484 to 8599	421 313 4500 to 4999
384 925 3641 to 3654	395 970 3240 to 3299	408 698 7015 to 7099	421 364 5537 to 5599
	397 622 4054 to 4099	409 072 3941 to 3999	421 656 2609 to 2699
	397 819 8902 to 8999	<b>410 491 2311 to 2399</b>	421 988 9700 to 9799
	398 149 7200 to 7699	410 694 8400 to 8599	422 172 4667 to 4699
	399 070 0872 to 0899	410 775 1500 to 1599	422 484 4212 to 4299
	399 156 7119 to 7199	410 795 7927 to 7999	422 556 1270 to 1299
	399 203 5064 to 5099	410 867 0917 to 0966	422 587 7024 to 7099
	399 296 9910 to 9999	410 867 0970 to 0999	422 819 7533 to 7599
	399 396 8935 to 8999	411 868 1023 to 1199	422 842 5073 to 5087

422 907 7563	to	7599	451 109 2967	to	2984	463 176 4115	to	4199	478 469 7838	to	7858
424 500 6050	to	6099	451 115 4110	to	4125	463 176 4229	to	4299	478 469 7883	to	7899
424 641 8500	to	8599	451 115 4127	to	4199	463 185 2600	to	2799	479 280 9800	to	9899
424 871 6600	to	6699	452 265 0074	to	0099	463 227 7711	to	7799	479 365 9116	to	9176
425 298 2352	to	2399	452 265 0246	to	0299	463 414 4869	to	4899	479 412 9900	to	9999
425 418 4269	to	4299	452 265 0335	to	0999	463 808 3484	to	3499	479 667 6190	to	6199
425 418 4405	to	4499	452 509 1169	to	1199	463 945 7400	to	7899	479 748 9680	to	9699
426 547 4566	to	4599	452 855 6471	to	6499	464 629 9000	to	9399	479 860 7000	to	7199
427 412 6337	to	6499	452 890 4679	to	4799	464 711 4332	to	4399	<b>480 526 2000</b>	<b>to</b>	<b>2099</b>
427 481 0900	to	0999	452 900 8215	to	8238	465 692 3963	to	3999	480 640 6330	to	6399
428 027 2742	to	2752	453 117 9146	to	9199	465 698 8300	to	8599	480 658 0568	to	0599
429 474 4172	to	4199	453 334 3631	to	3699	465 743 7745	to	7799	480 689 5100	to	5199
429 889 2900	to	2999	453 603 7841	to	7891	466 798 6056	to	6067	481 072 9463	to	9499
<b>430 150 4401</b>	<b>to</b>	<b>4599</b>	453 650 1140	to	1199	467 147 4300	to	4399	481 673 0074	to	0095
430 172 9800	to	9899	453 741 1300	to	1399	468 079 5782	to	5799	482 527 1500	to	1599
430 177 1900	to	2099	454 013 2919	to	2999	469 067 2817	to	2899	482 541 5255	to	5299
430 444 9500	to	9699	454 186 2411	to	2499	469 127 8000	to	8199	482 729 6800	to	6899
430 664 4070	to	4099	454 268 4883	to	4899	469 213 0359	to	0399	483 363 7207	to	7299
432 168 8419	to	8499	454 302 5400	to	5499	469 213 0500	to	0599	483 402 2356	to	2399
432 708 6800	to	6999	454 490 8300	to	8399	469 561 8011	to	8099	483 486 5100	to	5199
432 744 1544	to	1599	454 547 7434	to	7499	469 658 1961	to	1999	483 632 1521	to	1599
432 995 9775	to	9799	454 922 4867	to	4895	469 666 9900	to	9999	483 632 2600	to	2799
433 003 5800	to	5899	455 221 1348	to	1499	469 678 1900	to	1999	483 849 1615	to	1699
433 757 3047	to	3099	455 364 2147	to	2199	469 781 4900	to	4999	484 174 4803	to	5299
433 765 4003	to	4099	455 399 5400	to	5499	469 947 6960	to	6999	484 323 8900	to	9199
434 482 7060	to	7199	455 476 0676	to	0699	<b>470 755 5800</b>	<b>to</b>	<b>5818</b>	484 680 5000	to	5038
434 513 2386	to	2399	455 543 0618	to	0699	471 918 0300	to	0999	484 680 5040	to	5074
434 968 3076	to	3092	456 410 9006	to	9099	471 985 2408	to	2419	484 680 5077	to	5099
435 303 1831	to	1842	456 470 4146	to	4299	472 191 6700	to	6799	485 029 4913	to	4999
435 303 1986	to	1999	456 619 4460	to	4499	472 270 2555	to	2599	486 176 0600	to	0699
435 666 6092	to	6399	457 333 2686	to	2699	472 987 0213	to	0241	486 559 7555	to	7599
436 082 6400	to	6899	457 729 1767	to	1777	472 987 0290	to	0299	486 696 3023	to	3199
436 160 6441	to	6499	457 937 8615	to	8699	473 151 2069	to	2199	488 173 7900	to	7999
437 316 7115	to	7199	458 028 9810	to	9899	473 666 9138	to	9199	488 206 4100	to	4199
437 427 0500	to	3499	458 057 2712	to	2999	473 952 3429	to	3499	488 226 0200	to	0299
439 179 2300	to	2399	458 069 9537	to	9599	474 108 5402	to	5499	488 709 3906	to	3999
439 310 0458	to	0499	458 069 9665	to	9699	474 356 5193	to	5299	488 855 8359	to	8399
<b>440 698 1947</b>	<b>to</b>	<b>1999</b>	458 337 5222	to	5299	474 949 3366	to	3399	489 181 8963	to	8999
440 858 6300	to	6399	458 354 7653	to	7999	475 134 9362	to	9399	489 223 2000	to	2099
440 858 6420	to	7299	458 671 8678	to	8699	475 167 9667	to	9699	489 311 1930	to	1999
441 199 1655	to	1699	458 671 8721	to	8798	475 319 3415	to	3499	489 318 6200	to	6300
443 127 3648	to	3699	458 847 5044	to	5999	475 319 3649	to	3799	489 384 0027	to	0099
443 127 4000	to	4099	459 274 7624	to	7699	475 340 6400	to	6599	489 427 0658	to	0899
443 673 7900	to	7999	459 365 5432	to	5499	475 424 8410	to	8499	489 997 5252	to	5299
443 800 9335	to	9399	459 378 5764	to	5799	475 629 9156	to	9199	<b>490 669 5850</b>	<b>to</b>	<b>6099</b>
444 382 8822	to	8899	459 472 4816	to	4999	475 850 6101	to	6199	490 717 7080	to	7099
444 390 1667	to	1699	<b>460 349 6878</b>	<b>to</b>	<b>6899</b>	475 875 2500	to	2599	490 721 6000	to	6099
444 457 3854	to	3899	460 550 1909	to	1999	476 169 8264	to	8299	490 793 1500	to	2099
<b>450 048 4173</b>	<b>to</b>	<b>4199</b>	460 997 5234	to	5299	476 189 3000	to	3499	490 886 8171	to	8199
450 048 4442	to	4699	461 973 6443	to	6499	476 331 2480	to	2499	490 977 9221	to	9240
450 560 5173	to	5199	462 152 0107	to	0299	477 289 8601	to	8699	491 258 8100	to	9099
450 620 3077	to	3099	462 274 1072	to	1099	477 681 5206	to	5299	491 567 1376	to	1399
450 620 3135	to	3199	462 277 8373	to	8399	478 010 4243	to	4268	492 254 4800	to	4899
450 780 2716	to	2799	462 554 6051	to	6099	478 010 4270	to	4291	492 283 5100	to	5199
450 801 2700	to	2799	463 011 5529	to	5540	478 450 5071	to	5099	492 610 6813	to	6899

493 394 5568	to	5599	609 825 4100	to	4115	<b>630 389 3056</b>	<b>to</b>	<b>3071</b>	644 923 6800	to	7799
493 470 2562	to	2599	609 884 2981	to	2999	630 463 0588	to	0599	644 932 4655	to	4699
493 473 7700	to	7799	609 893 1000	to	1099	631 459 9117	to	9199	645 318 7240	to	7499
493 716 2153	to	2199	<b>610 092 3200</b>	<b>to</b>	<b>3299</b>	631 762 9325	to	9399	645 333 1766	to	1799
494 206 2972	to	2999	610 582 4200	to	4299	632 217 4933	to	4999	645 790 8632	to	8699
494 217 3446	to	3999	611 879 6939	to	6999	632 500 0000	to	99 9999	645 821 0657	to	0699
494 224 0500	to	0599	612 291 8013	to	8099	633 110 4165	to	4199	645 930 7948	to	7999
495 145 0600	to	0699	612 751 5171	to	5199	633 110 4303	to	4499	645 975 0737	to	0762
496 209 7425	to	7499	612 751 5226	to	5299	633 438 6429	to	6599	646 242 6200	to	6299
496 213 8728	to	8799	612 751 6083	to	6099	633 588 7173	to	7182	646 270 7639	to	7799
496 474 5226	to	5248	612 751 6268	to	6299	634 725 0700	to	0799	646 798 4000	to	4999
497 053 8517	to	8699	612 751 6572	to	6599	634 803 3239	to	3299	647 048 7035	to	7099
497 854 8673	to	8699	612 774 2111	to	2199	634 807 2474	to	2499	647 049 2900	to	2999
498 449 8888	to	8899	612 774 2254	to	2299	634 827 5900	to	5999	647 398 8300	to	8399
498 929 8285	to	8499	612 774 2500	to	2599	634 886 3428	to	3499	647 398 8481	to	8499
498 936 5310	to	5399	614 469 0979	to	0999	635 559 3449	to	3499	647 437 3000	to	4999
499 016 5425	to	5499	614 474 3000	to	3099	636 289 6214	to	6299	647 811 2188	to	2199
499 440 8575	to	8899	614 521 3490	to	3499	636 634 8007	to	8042	648 009 6057	to	6099
499 731 6717	to	6799	614 645 1800	to	1899	637 150 1200	to	1299	648 163 5300	to	5499
<b>500 064 1858</b>	<b>to</b>	<b>1869</b>	614 832 1100	to	2099	637 562 5828	to	5899	648 722 5283	to	5299
500 070 5725	to	7799	615 017 7505	to	7599	638 042 1647	to	1699	648 892 3164	to	3199
<b>600 645 3223</b>	<b>to</b>	<b>3299</b>	617 711 6609	to	6699	638 049 4984	to	4999	649 100 3989	to	3999
601 339 1200	to	1399	617 760 5266	to	5299	638 318 1115	to	1199	649 647 0370	to	0399
601 653 5884	to	5899	617 813 3601	to	3699	638 318 1453	to	1499	649 647 0522	to	0599
601 661 7700	to	7799	618 840 9200	to	9299	638 885 0000	to	0299	649 647 5237	to	5399
601 682 5343	to	5399	619 551 7229	to	7299	638 903 4362	to	4373	649 647 9100	to	9299
601 928 1600	to	1699	619 859 3000	to	3099	639 415 1929	to	1999	649 666 7800	to	8299
602 512 2972	to	2999	<b>620 073 9400</b>	<b>to</b>	<b>9499</b>	639 415 2019	to	2099	<b>650 114 7707</b>	<b>to</b>	<b>7719</b>
602 555 2400	to	2799	621 614 7907	to	7930	639 420 6200	to	6299	650 130 3400	to	3599
602 829 7061	to	7099	621 614 7932	to	7999	639 469 3517	to	3799	650 213 0406	to	0499
603 483 9572	to	9599	621 648 8021	to	8199	639 605 2143	to	2199	650 555 1749	to	1799
603 490 7200	to	7299	621 648 8500	to	8599	639 657 8600	to	8799	650 564 1900	to	1999
603 678 7100	to	7199	621 904 8351	to	8599	<b>640 289 7500</b>	<b>to</b>	<b>7599</b>	650 627 4212	to	4299
603 678 7662	to	7699	621 916 1978	to	1989	640 289 7700	to	7999	650 736 2043	to	2099
603 678 7902	to	7999	622 989 8032	to	8099	641 170 4420	to	4499	650 739 1540	to	1699
603 678 8418	to	8499	623 076 9300	to	9399	641 318 3133	to	3199	651 741 4415	to	4499
603 678 8700	to	9999	623 819 5006	to	5099	641 378 6500	to	6999	651 882 2800	to	2899
604 086 0880	to	0899	623 895 8200	to	8399	641 383 8739	to	8799	652 754 6317	to	6399
604 349 1414	to	1499	623 917 0000	to	0099	641 877 3187	to	3299	653 131 4945	to	4999
604 503 7776	to	7799	623 917 0200	to	0299	641 877 3310	to	3399	653 426 3300	to	3399
605 520 9037	to	9099	624 468 5288	to	5299	642 355 8094	to	8199	653 455 4874	to	4899
605 685 4010	to	4099	624 665 3162	to	3198	642 355 8308	to	8999	654 238 0000	to	0399
605 988 6467	to	6499	625 088 6735	to	6799	642 900 0018	to	0099	654 404 3065	to	3092
607 689 7951	to	7960	625 916 9500	to	9799	643 030 6254	to	6299	654 962 2900	to	3199
607 728 1276	to	1299	625 968 8956	to	8999	644 066 0882	to	0899	655 103 5081	to	5199
608 727 7100	to	7199	627 005 3938	to	3999	644 069 0600	to	0699	655 523 2600	to	2999
608 727 7273	to	7599	627 384 3907	to	4099	644 077 7506	to	7699	656 305 2448	to	2499
608 813 9950	to	9999	627 496 7549	to	7599	644 085 8157	to	8199	657 347 4438	to	4999
609 067 5325	to	5399	627 708 3605	to	3699	644 112 9839	to	9899	657 710 8100	to	8999
609 067 5488	to	5499	627 776 2500	to	2599	644 373 9083	to	9099	657 780 0985	to	0999
609 067 5600	to	5699	628 226 3100	to	3199	644 380 1460	to	1499	658 586 1400	to	1499
609 289 6123	to	6199	628 814 4702	to	4799	644 733 4715	to	4799	658 877 8000	to	8199
609 438 4400	to	4499	628 851 9689	to	9699	644 900 9712	to	9799	658 880 8000	to	8199
609 493 1100	to	1199	629 510 7200	to	7299	644 901 0109	to	1299	659 398 7300	to	7399
609 766 8091	to	8999	629 964 4200	to	4294	644 901 1325	to	1399	659 706 8113	to	8199



659 846 7837	to	7899	<b>680 112 9565</b>	<b>to</b>	<b>9599</b>	693 249 0779	to	0799	702 878 0114	to	0199
<b>660 510 4100</b>	<b>to</b>	<b>4199</b>	680 244 0903	to	0999	693 249 0877	to	1699	<b>740 002 7710</b>	<b>to</b>	<b>7719</b>
660 673 0400	to	0599	680 412 6046	to	6099	693 445 0566	to	0999	<b>806 087 1100</b>	<b>to</b>	<b>1499</b>
661 488 5000	to	5099	680 761 6800	to	6899	693 448 8500	to	8999	806 268 9275	to	9299
661 609 9100	to	9199	681 677 0540	to	0699	693 645 9583	to	9599	806 534 3400	to	3477
661 716 9420	to	9499	682 070 1029	to	1099	693 965 4200	to	4299	807 342 3283	to	3399
661 906 6522	to	6599	682 956 6280	to	6299	695 741 2906	to	2999	808 086 7100	to	7199
662 021 8332	to	8399	682 956 6490	to	6599	695 947 8518	to	8599	808 090 3440	to	3499
662 068 0700	to	0899	682 956 6700	to	6799	696 662 8247	to	8299	808 325 5161	to	5699
662 553 0774	to	0799	682 965 1178	to	1199	697 447 8285	to	8296	808 784 8000	to	8299
663 078 7034	to	7099	682 965 1201	to	1299	698 042 4816	to	4899	<b>830 602 5800</b>	<b>to</b>	<b>5999</b>
663 763 5300	to	5399	683 118 2389	to	2399	698 227 0000	to	0099	830 610 3700	to	3799
663 883 7039	to	7499	683 378 2000	to	2099	<b>700 065 2570</b>	<b>to</b>	<b>2599</b>	830 983 3500	to	3599
664 253 8000	to	8499	683 378 2117	to	2299	700 065 4800	to	4899	830 983 3635	to	3699
664 656 3055	to	3099	683 415 1200	to	1499	700 190 3350	to	3359	831 354 1387	to	1399
665 174 6400	to	6499	683 444 8159	to	8199	700 228 6048	to	6099	831 815 8240	to	8299
665 274 8208	to	8299	685 154 7780	to	7789	700 650 0452	to	0499	832 525 3810	to	3899
665 669 5400	to	5499	685 623 5264	to	5299	700 666 1323	to	1349	833 159 1884	to	1899
666 132 8226	to	8299	685 650 9487	to	9499	700 786 9106	to	9142	833 566 3015	to	3071
666 696 2209	to	2299	685 669 4200	to	4299	700 859 0744	to	0758	834 316 5444	to	5499
666 696 2309	to	2399	685 757 8452	to	8499	701 028 6780	to	6899	835 269 5700	to	5799
667 032 9300	to	9399	686 071 2694	to	2799	701 213 3900	to	3999	835 539 5200	to	5999
667 729 5529	to	5599	686 176 3333	to	3354	701 267 2000	to	3999	835 813 3015	to	3099
668 383 8400	to	8699	686 372 3200	to	3299	701 335 7312	to	7399	839 718 8257	to	8299
<b>670 368 3400</b>	<b>to</b>	<b>3499</b>	686 644 5879	to	5899	701 369 2005	to	2050	<b>840 323 0600</b>	<b>to</b>	<b>0699</b>
670 369 7336	to	7399	686 931 7636	to	7699	701 503 2247	to	2299	840 875 6235	to	6299
670 750 7169	to	7199	687 601 0973	to	0999	701 541 2271	to	2299	840 910 0900	to	0999
671 046 6200	to	6399	687 614 6774	to	6799	701 553 6557	to	6599	841 349 5000	to	5099
671 251 5448	to	5499	688 120 9000	to	9999	701 601 3457	to	3499	842 860 0300	to	0399
671 926 5600	to	5799	688 314 3107	to	3191	701 605 5913	to	5999	843 062 7100	to	7199
672 444 2000	to	2999	<b>690 291 1361</b>	<b>to</b>	<b>1371</b>	701 695 3982	to	3999	843 758 5769	to	5778
672 828 3410	to	3499	690 788 2877	to	2899	701 695 4148	to	4199	847 374 7055	to	7065
673 167 5776	to	5799	690 893 5344	to	5399	701 695 4227	to	4299	847 636 5304	to	5399
675 464 3700	to	3799	690 893 5512	to	5599	701 708 1741	to	1799	847 723 7500	to	7599
675 464 4000	to	4199	690 904 1300	to	1599	701 736 3966	to	3999	<b>869 800 0000</b>	<b>to</b>	<b>999 9999</b>
676 365 5958	to	5999	690 941 6000	to	6199	701 838 2800	to	2899	<b>870 054 4814</b>	<b>to</b>	<b>4899</b>
676 669 1024	to	1099	691 313 6383	to	6399	701 941 0600	to	0699	870 491 4812	to	4849
677 126 6734	to	6799	691 313 6600	to	6699	702 171 1603	to	1699	870 536 5820	to	5829
677 333 9979	to	9999	691 582 8003	to	8099	702 195 5109	to	5199	870 541 7167	to	7239
677 466 1088	to	1099	691 664 1800	to	1999	702 254 9300	to	9399	870 575 8155	to	8999
678 071 4500	to	4799	691 664 2400	to	2499	702 264 7569	to	7599	870 589 0485	to	0494
678 096 7531	to	7599	692 727 9362	to	9399	702 713 1800	to	1809	870 691 7060	to	7099
679 909 2578	to	2599									



725 464 591	to	4 920	731 781 061	to	1 120	737 628 181	to	8 210	744 234 751	to	4 780
725 475 321	to	5 330	731 837 821	to	7 910	737 634 258	to	4 270	744 260 641	to	0 670
725 711 057	to	1 070	731 841 377	to	1 450	738 361 971	to	1 980	744 499 591	to	9 680
725 738 581	to	8 730	732 018 481	to	8 600	738 648 355	to	8 450	744 626 901	to	6 910
725 981 311	to	1 430	732 067 972	to	8 370	738 849 811	to	9 900	745 388 794	to	8 910
725 987 835	to	7 880	732 188 649	to	8 670	738 892 270	to	2 290	746 446 806	to	6 820
726 060 811	to	0 900	732 193 460	to	3 470	738 997 259	to	7 380	746 818 351	to	8 410
726 391 970	to	2 520	732 201 241	to	1 390	739 161 451	to	1 540	747 245 266	to	5 280
726 484 771	to	4 800	732 220 431	to	0 440	739 219 381	to	9 440	747 364 813	to	4 830
726 493 351	to	5 300	732 355 201	to	5 380	739 530 511	to	0 540	747 501 434	to	1 450
726 504 031	to	4 063	732 472 320	to	2 560	739 740 151	to	0 180	747 739 891	to	0 070
726 504 070	to	4 090	732 541 605	to	1 620	739 793 491	to	3 520	748 148 649	to	8 760
726 504 331	to	4 390	732 572 221	to	2 490	739 793 527	to	3 550	748 259 960	to	9 970
726 563 701	to	4 060	732 586 479	to	6 710	739 942 621	to	2 650	748 565 162	to	5 280
726 599 371	to	9 460	732 994 037	to	4 080	739 999 231	to	9 320	748 874 988	to	5 030
726 626 356	to	6 370	733 163 449	to	3 460	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	749 137 381	to	7 410
727 182 271	to	2 510	733 297 171	to	7 290	740 030 701	to	0 970	749 190 192	to	0 210
727 416 181	to	6 240	733 446 631	to	7 110	740 261 740	to	1 820	749 685 421	to	5 450
727 481 431	to	1 460	733 474 665	to	4 770	740 265 811	to	6 290	749 846 791	to	6 850
727 749 241	to	9 780	733 704 482	to	4 570	740 299 111	to	9 170	749 993 131	to	3 580
728 382 331	to	2 480	733 751 041	to	1 130	740 299 231	to	9 260	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>
728 458 201	to	8 260	733 971 138	to	1 210	740 329 266	to	9 320	750 408 167	to	8 183
728 702 338	to	2 400	734 009 101	to	9 130	740 889 081	to	9 090	750 438 421	to	8 501
728 915 371	to	5 850	734 290 759	to	0 770	741 010 421	to	0 530	750 743 911	to	4 030
728 953 141	to	3 410	734 389 273	to	9 290	741 113 041	to	3 370	750 779 118	to	9 400
728 954 280	to	4 310	734 440 031	to	0 111	741 373 891	to	4 340	750 910 981	to	1 010
729 169 081	to	9 140	734 797 201	to	7 320	741 452 369	to	2 490	750 960 841	to	0 900
729 363 841	to	3 870	734 939 611	to	9 640	741 492 991	to	3 140	751 296 211	to	6 240
729 682 891	to	3 190	734 950 111	to	0 170	741 553 460	to	3 470	751 539 121	to	9 180
729 838 940	to	9 070	735 120 331	to	0 840	741 764 431	to	4 520	751 541 311	to	1 790
729 839 101	to	9 130	735 123 061	to	3 690	742 178 834	to	8 880	751 757 641	to	7 700
<b>730 077 683</b>	<b>to</b>	<b>7 840</b>	735 283 008	to	3 020	742 325 500	to	5 520	751 936 951	to	7 010
730 109 847	to	9 880	735 293 131	to	3 220	742 325 668	to	5 700	751 951 861	to	1 890
730 373 761	to	3 850	735 783 961	to	3,990	742 408 771	to	8 830	751 999 021	to	9 110
730 501 951	to	2 130	735 803 401	to	3 430	742 512 120	to	2 150	752 139 516	to	9 570
730 519 379	to	9 470	736 005 420	to	5 440	742 684 849	to	4 890	752 182 892	to	2 950
730 569 278	to	9 360	736 366 021	to	6 110	742 839 553	to	9 630	752 206 861	to	7 100
730 711 711	to	1 740	736 624 456	to	4 500	742 913 668	to	3 700	752 731 351	to	1 410
730 722 991	to	3 230	736 670 851	to	1 060	742 917 287	to	7 296	752 767 441	to	7 470
730 845 970	to	5 990	736 767 061	to	7 090	742 921 891	to	1 980	753 008 941	to	9 030
730 888 291	to	8 320	736 767 093	to	7 120	742 983 631	to	3 810	753 194 311	to	4 370
730 927 591	to	7 680	736 982 191	to	2 370	743 020 021	to	0 170	753 620 378	to	0 400
731 307 914	to	7 930	736 982 551	to	2 730	743 206 491	to	6 500	754 410 451	to	0 660
731 402 431	to	2 460	737 110 141	to	0 170	743 235 992	to	6 050	754 438 393	to	8 410
731 407 232	to	7 320	737 185 501	to	5 710	743 245 094	to	5 170	754 493 109	to	3 130
731 588 301	to	8 340	737 317 321	to	7 350	743 940 631	to	0 900	756 301 257	to	1 290
731 767 273	to	7 320	737 517 781	to	7 840	743 978 011	to	8 070	756 371 565	to	1 580

## Counterfeited Canadian Money Order Forms

### Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*.

671,819,086	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,694,334	687,262,525
679,751,983	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

— *Postal Inspection Service, 2-10-00*

## 800 Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing an 800 number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 1-800-563-0444.

This 800 number is printed on the back of the Canadian Postal Money Orders.

— *Postal Inspection Service, 2-10-00*

### Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be recycled. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

**Note:** The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

<b>005023</b>	014083	021273	030090	060212	075868	090199	105976	117879	146179	183004	216029	274195
005756	014152	021415	030112	060295	075906	090237	106447	118111	146232	184023	220098	274272
005810	014257	021499	030132	060301	076018	090604	106497	118136	146275	191248	220122	274334
005841	014393	021592	030139	060475	076044	091720	107208	118183	146355	191315	220167	274355
006060	014453	021678	030166	060537	076442	091807	107342	118453	146367	191327	220791	275025
006276	014543	021708	030227	061058	076484	092053	108041	119463	146375	191498	220887	276085
006641	014594	021847	030312	061059	076969	092226	108123	119508	146395	191609	221095	276131
006972	014902	021915	030356	061479	076978	092422	108130	119535	146470	191617	221507	276240
006984	014940	022063	030410	061598	077386	092435	108133	119553	146568	191926	221551	276325
007108	015049	022091	031023	063414	077472	093129	108149	120312	146689	192205	221580	277038
007156	015391	022230	031036	063456	077844	093460	108351	121219	146713	192302	222122	278005
007266	015410	022274	031041	064519	078080	093549	108713	122291	146751	192324	222222	278086
007275	015418	022285	031047	064591	078129	093950	108776	122405	146756	192353	222309	280164
007277	015451	022292	031059	064860	078911	094380	108869	124046	146781	192443	222333	282534
007279	015493	022297	031061	064939	079131	094479	108909	125082	146799	192523	223004	282688
007283	015533	022422	031079	064984	080125	095279	109597	125346	146809	192620	223096	282724
007295	015580	022456	031102	065010	080608	095311	109695	125412	146824	192725	223304	282891
008019	015584	022484	031137	065276	080686	095314	109729	126082	146827	192973	224011	283126
008136	015591	022488	031249	065413	085032	095810	109852	129870	146830	193186	225014	283127
008164	015608	022549	031253	065671	085063	095857	109865	130014	148237	193224	231019	283190
008201	015637	022625	032021	065946	085198	095921	109949	130887	148256	198027	232351	283222
008213	015642	022689	032027	066387	085375	096061	109972	135234	148264	198215	235191	283495
008215	015650	022785	032035	067018	085377	096062	109973	136044	148292	<b>200114</b>	235282	285020
008236	016109	022869	032108	067168	085460	096305	111086	139294	148307	200452	235372	287053
008242	016517	022904	032123	067217	085461	096619	111365	139301	148345	200498	235396	292383
008272	016695	022930	034584	068025	085464	096836	111372	139606	151069	200691	235410	294325
008288	016790	022976	037018	068139	085480	097110	111395	142014	151197	208325	235450	294495
008384	016925	022988	037115	068238	085496	097336	111482	142045	151200	208896	235463	294497
008400	018050	022989	038071	068239	085528	097475	111973	142052	152043	209124	240505	294515
008564	018075	023051	038139	068321	085547	097847	112681	142053	152412	210460	240538	294541
008704	018095	023274	038250	068369	085588	097925	113226	142054	152495	210561	240539	295064
008786	018167	023276	038411	068461	085597	098027	113682	142075	152522	210583	242005	295199
008879	018173	023601	038470	068504	085618	098097	113728	142082	152737	212659	242825	295404
008905	018249	026232	038508	068533	085620	098227	113753	142134	152814	212672	243100	295422
008914	018317	026283	038563	069425	085657	098338	113802	142146	152912	212676	243371	296357
008924	018547	026363	038571	069564	085659	098359	114255	142159	153018	212688	243421	<b>300384</b>
008926	018592	026374	038592	069832	085660	098448	114440	142169	153076	212693	245207	300414
008936	018727	026440	041128	069976	085665	098505	114473	142170	153082	212713	245213	300446
008963	018780	026596	041199	070063	085668	098507	115173	142225	159074	212731	245214	300663
009475	018807	027655	043020	070144	085670	098508	115449	142297	165044	212745	245469	300692
009478	018831	028035	044301	070199	085672	098523	115498	142320	165187	212762	253307	300707
009564	019307	028581	048024	070527	085676	098636	115536	142356	171056	212773	254021	300819
010078	019471	028946	051093	070533	085713	098722	115755	142599	171228	212774	257137	300869
010303	019561	028980	052020	070735	085749	098726	117088	142618	173058	212799	259512	300941
010664	019609	029033	052099	070942	085750	098736	117177	142634	173068	212816	260036	300944
011035	019764	029567	053053	070956	085759	098806	117185	142691	176113	212850	260043	300973
011249	019929	029576	054026	071039	085922	098841	117317	142714	177046	212851	265011	300997
011306	020413	029681	055052	071667	088385	098988	117346	142735	180010	212859	271028	301022
012213	020563	029687	055227	071956	088656	<b>101711</b>	117468	142841	180030	212906	271048	301067
012296	020569	029754	056006	075071	088659	101860	117637	142881	180040	212929	272298	301077
012299	020578	029787	057002	075138	088665	103312	117714	142915	180055	212965	272331	301148
012320	020596	029792	057007	075358	088679	104449	117807	146007	180106	212978	273020	301206
012392	021081	029800	058002	075378	089374	105104	117828	146026	180107	212989	273041	301747
013138	021225	029970	060104	075451	089723	105893	117835	146120	182004	212991	273101	301865



301904	326527	340278	381456	443331	488003	554311	607647	672168	761852	802188	841214	903436
301926	326713	340295	381852	447098	488305	554381	607834	672268	765581	802202	841217	903527
301930	326740	340320	382029	450098	489307	570102	608066	677100	770207	802208	841612	903565
301944	327313	340342	383137	450210	489405	577029	608103	680030	770326	802223	841892	904511
301967	327879	340472	392710	452036	489411	581006	608113	680064	770396	802234	841917	904524
301980	328050	340547	395217	452155	489463	581014	608306	681137	770421	802412	841984	904600
302292	328705	340655	<b>402111</b>	452453	490064	581145	609320	681511	770442	802445	841992	904611
302312	330076	340729	402152	452726	490107	581213	610141	681555	770452	802545	846058	904650
302862	330137	340847	402200	452805	490133	581214	617162	685144	770584	802625	850568	906090
302875	330254	340878	402301	452810	490161	585211	617194	693009	770744	802632	850969	906382
302980	330281	340892	402396	452943	490174	585285	618055	693016	770852	802721	852165	906611
303794	330330	340928	402421	452987	490502	591015	619004	<b>701319</b>	771097	802848	852701	906816
303858	330661	340931	402670	454405	490509	591730	624063	701345	771291	803133	852835	906819
305005	330772	340933	402888	460123	490511	591901	627122	701769	772630	804061	852997	906859
305035	331077	340935	405052	461067	490573	596517	627127	701783	772688	804109	853187	906860
305039	331171	344057	405095	462505	490575	598646	627131	701784	773491	804156	853252	906927
305079	331182	344065	405107	462708	490581	<b>600115</b>	628053	701808	773528	804212	853319	906928
305224	331213	344087	405206	462813	490611	600199	628069	705126	774026	805252	853369	907003
305503	331877	344150	407804	462991	490621	600617	628089	706142	774329	805254	853449	907018
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306054	332034	347114	410042	463032	490644	601051	629126	716014	780002	805285	853614	907587
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306371	332272	352610	420032	464065	493046	601178	631145	730001	782023	805420	856577	907754
306600	332368	352746	424028	464068	493070	601210	631150	730060	782025	805451	871650	907872
306806	332468	352750	424333	464072	494247	601217	631159	730070	782030	805468	891200	910429
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307044	332592	352780	432408	464083	495329	601324	631229	730327	782384	805596	891238	911251
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311267	333771	361064	441066	464182	<b>503027</b>	601934	631469	731351	784168	809012	891536	914179
311336	335005	361086	441068	466523	505012	601955	631529	740637	784260	809019	891745	914347
311568	335006	361087	441073	468335	510001	602173	631542	740914	784377	809026	891818	914489
311675	335179	361194	441108	472030	525004	602182	631591	741632	784406	809134	891822	914502
311679	335184	361201	441143	472065	531367	602469	631647	744161	784609	809228	891856	914577
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320859	335497	361215	441268	473082	531407	602686	631708	750153	785492	810069	891869	915076
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321380	335654	361271	441278	476038	531642	602891	631750	750392	785502	812012	895115	915350
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322239	335980	361275	441360	480742	531659	602975	631899	750406	785534	814048	895417	915580
322248	336019	361281	441363	481628	531686	603003	631954	750466	791027	814073	895424	915609
322354	336049	361291	441413	481649	532262	603110	641273	750899	791036	815055	895444	915638
322395	336083	361295	441420	481651	532297	604144	641459	750925	794024	815254	895484	915685
322401	336100	361330	441458	481794	532378	605019	641494	751041	797025	816016	895561	915727
322443	336249	361332	441478	481827	532534	605021	641506	751071	799052	816023	895569	917002
322895	336268	366196	441482	481836	532640	605072	641685	751075	799195	816155	898060	917133
322920	336529	372052	441512	481903	532678	605215	641845	752166	<b>800063</b>	816201	<b>900064</b>	917184
322978	337010	372067	441520	481952	537265	605285	641898	752262	800162	816207	900075	917203
323485	337022	372086	441522	482315	544041	605334	648192	752435	800501	820824	900076	917213
323516	337042	372235	441531	482534	545013	605452	652115	752443	800569	825501	900247	917277
323581	337181	372301	441558	482612	551054	605455	652215	752572	801302	830504	900629	917287
324022	338001	372545	441569	482798	551131	605541	652295	752602	801345	832084	900750	917301
324045	338019	372680	441579	482817	551164	605790	652355	752699	801423	832098	900850	917343
324053	338045	372681	441635	482945	551170	605795	652385	752862	801541	833103	901198	917444
324058	339007	372883	441680	483108	551231	605803	652420	755002	801594	833145	901307	917495
324467	339027	374143	441698	483487	551376	605931	652510	757177	801723	833217	901372	917533
325007	339250	376109	441770	483787	551676	606039	657106	757240	801759	834080	901690	917617
325120	339304	376132	441820	485223	553375	606701	657109	757309	801762	837199	902058	917636
325496	340047	376133	441961	485318	553728	606733	658114	758008	802090	840420	902074	917653
325631	340050	377127	443006	486230	553744	606757	658129	760122	802109	840528	902263	917709
326169	340091	379518	443280	487166	553807	606845	660072	761142	802141	840530	902620	917739
326270	340273	379525	443308	487272	554071	607632	660075	761772	802180	841159	903027	917760

917950	918871	921463	922337	926629	927103	928304	935009	948404	951910	968593	982232	992524
918105	920050	921467	925217	926634	927125	928392	935201	948515	953332	968842	982303	992539
918134	920122	921560	925220	926666	927163	928399	935280	948574	955302	968874	982332	992596
918189	920278	921591	925229	926715	927168	928587	939149	949319	958342	968877	982334	992655
918208	920284	921606	926008	926724	927204	928650	939151	949534	958384	968919	982407	992657
918314	920404	921622	926055	926767	927241	928744	940036	949603	958469	969094	982414	992703
918335	921014	921654	926060	926773	927407	928791	940138	950149	958899	970418	983075	992707
918379	921041	921662	926065	926789	927431	928848	940227	950310	958961	970706	984189	992718
918449	921078	921673	926085	926841	927517	931039	940474	950362	967125	970834	992084	992723
918482	921091	921744	926088	926843	927643	931062	940586	950408	967219	970860	992164	993005
918520	921124	921786	926110	926891	927667	931110	941185	950526	967273	972564	992169	995045
918521	921136	921880	926156	926901	927682	931132	941325	950891	967415	972623	992181	995184
918593	921286	921893	926230	926926	927728	931167	941379	950922	968154	972804	992223	995347
918635	921340	921941	926259	926932	927736	931269	941587	950926	968201	980254	992226	995429
918734	921345	921971	926262	926964	927838	931624	941744	950936	968233	980604	992291	995658
918752	921349	921981	926350	926985	927859	931626	945432	951172	968292	980968	992302	998191
918776	921394	922067	926492	927029	928231	931644	945574	951757	968308	981757	992402	
918802	921418	922327	926525	927077	928257	933562	948188	951869	968569	981759	992472	

— Express and Priority Mail, Marketing, 2-10-00

# International Mail

## IMM REVISION

### International Mail — Express Mail International Service (EMS) to Dominica

Effective February 13, 2000, the *International Mail Manual* (IMM) is revised to reflect the establishment of reciprocal Express Mail International Service (EMS) with the postal administration of Dominica. This revision will be incorporated into both the printed version of IMM Issue 23 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

#### International Mail Manual (IMM)

\* \* \* \* \*

#### Express Mail International Service — Dominica

##### Country Code

DM

##### Services Available

On Demand Service and Custom Designed Service

##### Reciprocal Service Name

International Express Mail

Articles Admitted	Required Customs Form/Endorsement
Business correspondence, commercial papers, and documents.	No form required. Next to mailing label, endorse item as BUSINESS PAPERS.
Merchandise samples without commercial value.	PS Form 2976, <i>Customs – CN 22 (Old C1) and Sender's Declaration</i> (green label).
Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Deceleration and Dispatch Note CP72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP91</i> . An invoice must also be attached to the outside of all commercial shipments.

**Weight Limit:** 44 pounds

##### Size Limits (213.2)

Maximum length: 36 inches

Maximum length and girth combined: 79 inches

##### Return Receipt Service (211.6)

NOT available

##### Note:

- Items are delivered Monday through Saturday. There is no delivery on Sunday or on national holidays.
- All items that are admissible in international mail service to Dominica, including correspondence, business

papers, printed matter items, and merchandise, may also be enclosed in EMS shipments. See Prohibitions and Restrictions under the Country Conditions for Mailing.

3. Coins; bank notes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments that are mailed to Dominica.

#### Insurance (211.51)

Available for EMS Merchandise Shipments only.

Insured Amount	Fee	Insured Amount	Fee
\$500	No Fee	For insurance coverage above \$1000, add \$0.95 for each \$100 or fraction thereof, up to a maximum of \$5000 per shipment.	
\$600	\$0.95		
\$700	\$1.90		
\$800	\$2.85		
\$900	\$3.80		
\$1000	\$4.75	\$5000 max.	\$42.75

#### Areas Served

All

Postage Rates		
On Demand	Weight Not Over (lbs.)	Custom Designed
\$18.00	1/2	\$26.00
21.00	1	29.00
24.50	2	32.50
28.00	3	36.00
34.00	4	39.50
35.00	5	43.00
38.00	6	46.00
41.00	7	49.00
44.00	8	52.00
47.00	9	55.00
50.00	10	58.00
53.00	11	61.00
56.00	12	64.00
59.00	13	67.00
62.00	14	70.00
65.00	15	73.00
68.00	16	76.00
71.00	17	79.00
74.00	18	82.00

Postage Rates		
On Demand	Weight Not Over (lbs.)	Custom Designed
\$77.00	19	\$85.00
80.00	20	88.00
83.00	21	91.00
86.00	22	94.00
89.00	23	97.00
92.00	24	100.00
95.00	25	103.00
98.00	26	106.00
101.00	27	109.00
104.00	28	112.00
107.00	29	115.00
110.00	30	118.00
113.00	31	121.00
116.00	32	124.00
119.00	33	127.00

Postage Rates		
On Demand	Weight Not Over (lbs.)	Custom Designed
\$122.00	34	\$130.00
125.00	35	133.00
128.00	36	136.00
131.00	37	139.00
134.00	38	142.00
137.00	39	145.00
140.00	40	148.00
143.00	41	151.00
146.00	42	154.00
149.00	43	157.00
152.00	44	160.00
<b>Maximum Weight: 44 lbs.</b>		

— Finance and Classification,  
International Business, 2-10-00

IMM REVISION

**International Mail — Labeling of Publishers’ Periodicals to Canada**

Effective February 10, 2000, section 244.53 in the *International Mail Manual* (IMM) is revised to correct the label formatting instruction and labeling example applicable to sacks of publishers’ periodicals that are destined for Canada. This change will be incorporated into both the printed version of IMM Issue 23 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

**International Mail Manual (IMM)**

	*	*	*	*	*
<b>2</b>	<b>Conditions for Mailing</b>				
	*	*	*	*	*
<b>240</b>	<b>Printed Matter</b>				
	*	*	*	*	*
<b>244</b>	<b>Preparation Requirements</b>				
	*	*	*	*	*
<b>244.5</b>	<b>Makeup Requirements for Publishers’ Periodicals</b>				
	*	*	*	*	*

**244.53 Canadian Sacks**

Sacks of publishers’ periodicals for delivery in Canada must be sorted by the Canadian post code designations that are specified in Exhibit 244.53a (standard entry) or Exhibit 244.53b (drop shipment at NJI & BMC) and labeled in the following manner:

Label color: Orange or Terra Cotta

Format:

Line 1: Name of destination office in Canada is left-justified; Routing ZIP Code for applicable USPS exchange office is right-justified

Line 2: Content designation (i.e., “NEWS” or “PER”) followed by “AO”

Line 3: City, state, and ZIP Code of U.S. post office of mailing

**Example:**

```
*****
OTTAWA ON FWD           099
PER AO
BETHESDA MD 20815
*****
```

\* \* \* \* \*

— Finance and Classification,  
International Business, 2-10-00

## Global Priority Mail Packaging Supplies

Changes were recently made to all Global Priority Mail (GPM) packaging supplies. The changes were necessary to begin initiatives with certain countries in Europe for the tracking of GPM packages. Although these initiatives will not begin until later this year, it is important at this time to destroy old supplies of GPM envelopes, boxes, and labels.

The only changes made to the packaging are two peel-off barcodes in the current barcode area and the text near the barcodes that says "For Removal by Foreign Postal Administration Only."

Effective immediately, if you have not already done so, retail employees and customers should order the new GPM packaging materials. Upon the receipt of your new GPM supplies, please recycle all of the old. Orders for new supplies should be placed with the Express and Priority Mail Center in Indianapolis by calling 1-800-222-1811.

— *International Products, International Business 2-10-00*

## Philately

### Pictorial Cancellations Announcement

As a community service, the Postal Service offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial cancellations are authorized appears below. If available, the sponsor of the pictorial cancellation appears in italics under the date. Also provided, as space permits, are illustrations of those cancellations that were reproducible and available at press time.

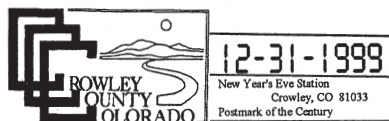
People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated, and *requests must be postmarked no later than 30 days following the requested pictorial cancellation date.*

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail postage (33 cents per envelope or 20 cents per postcard). Items

submitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserved.

Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL CANCELLATIONS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP + 4 CODE, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP + 4 code).

After applying the pictorial cancellation, the Postal Service returns the envelope or postcard through the mail. Customers who want their serviced item returned under protected cover should include a larger, stamped, self-addressed envelope.



December 31, 1999

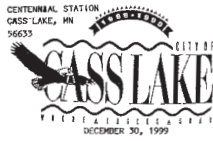
NEW YEARS EVE STATION  
POSTMASTER  
208 BROADWAY  
CROWLEY CO 81033-9998

NEW YEARS EVE STATION  
POSTMASTER  
601 WARNER  
OLNEY SPRINGS CO 81062-9998

NEW YEARS EVE STATION  
POSTMASTER  
208 MAIN ST  
ORDWAY CO 81063-9998

NEW YEARS EVE STATION  
POSTMASTER  
208 COLORADO AVE  
SUGAR CITY CO 81076-9998





December 30, 1999  
 City of Cass Lake  
 CENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 CASS LAKE MN 56633-9998



February 1-14, 2000  
 Romance Chamber of Commerce  
 LOVE STATION  
 POSTMASTER  
 292 HWY 31  
 ROMANCE AR 72136-9998



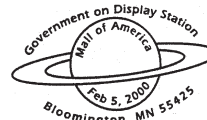
December 31, 1999  
 TIMES SQUARE STATION  
 POSTMASTER  
 PO BOX 9998  
 NEW YORK NY 10001-9998



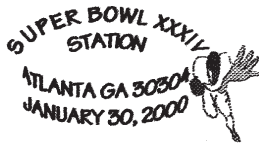
February 2, 2000  
 GROUNDHOG DAY STATION  
 POSTMASTER  
 PO BOX 9998  
 SUN PRAIRIE WI 53590-9998



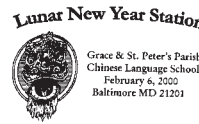
January 23, 2000  
 LAST SUNRISE OF THE MILLENNIUM  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 BARROW AK 99723-9998



February 5-6, 2000  
 US Postal Service & Mall of America  
 GOVERNMENT ON DISPLAY STATION  
 POSTMARK AMERICA  
 254 N GARDEN  
 BLOOMINGTON MN 55425-5513



January 30, 2000  
 Atlanta Post Office  
 SUPER BOWL XXXIV STATION  
 POSTMASTER  
 3900 CROWN RD  
 ATLANTA GA 30304-9998



February 6, 2000  
 LUNAR NEW YEAR STATION  
 SUPERVISOR MOWS  
 900 E FAYETTE ST  
 BALTIMORE MD 21233-9715



February 1, 2000  
 Milwaukie Historical Society Inc  
 MILWAUKIE POST OFFICE ANNIVERSARY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 MILWAUKIE OR 97222-9998



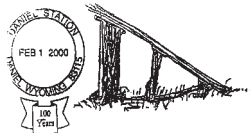
February 7-14, 2000  
 DARLINGTON STATION  
 POSTMASTER  
 PO BOX 9998  
 ARLINGTON KS 67514-9998



February 1, 2000  
 CELEBRATE BLACK HISTORY MONTH  
 STATION  
 SUPERVISOR MOWS  
 900 E FAYETTE ST  
 BALTIMORE MD 21233-9715



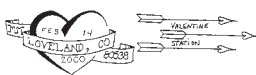
February 7-14, 2000  
 DARLINGTON STATION  
 POSTMASTER  
 PO BOX 9998  
 ARLINGTON NE 68002-9998



February 1, 2000  
 DANIEL STATION  
 POSTMASTER  
 12958 HWY 189  
 DANIEL WY 83115-9998



February 9, 2000  
 Citizens of Capitan  
 88316 STATION  
 POSTMASTER  
 226 SMOKEY BEAR BLVD  
 CAPITAN NM 88316-9998



February 1-14, 2000  
 VALENTINE STATION  
 POSTMASTER  
 PO BOX 9998  
 LOVELAND CO 80538-9998



February 10, 2000  
 Adult Literacy Council of the Concho Valley  
 LOVE TO READ STATION  
 POSTMASTER  
 1 N BRYANT AVE  
 SAN ANGELO TX 76902-9998



February 10-13, 2000  
Long Beach Coin & Collectible  
LOPEX 1 STATION  
POSTMASTER  
PO BOX 140  
LONG BEACH CA 90801-0140



February 13, 2000  
EXHIBITION STATION  
POSTMASTER  
PO BOX 9998  
STEVENS POINT WI 54481-9998



February 11, 2000  
KID TO KID STATION  
POSTMASTER  
1335 JEFFERSON RD  
ROCHESTER NY 14692-9998



February 14, 2000  
US Postal Service  
DARLINGTON STATION  
POSTMASTER  
PO BOX 9998  
ARLINGTON KY 42021-9998



February 12, 2000  
YEAR OF THE DRAGON STATION  
POSTMASTER  
2000 ROYAL OAKS DR  
SACRAMENTO CA 95813-9998



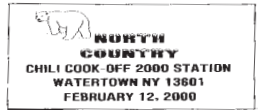
February 14, 2000  
VALENTINES DAY STATION  
POSTMASTER  
PO BOX 9998  
BLISS NY 14024-9998



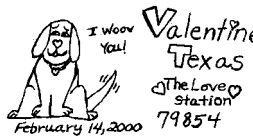
February 12, 2000  
YUKON QUEST STATION  
POSTMASTER  
PO BOX 9998  
FAIRBANKS AK 99701-9998



February 14, 2000  
DARLINGTON STATION  
POSTMASTER  
3894 COUNTY RD 32  
ARLINGTON AL 36722-9998



February 12, 2000  
CHILI COOKOFF 2000 STATION  
POSTMASTER  
232 COMMERCE PARK DR  
WATERTOWN NY 13601-9998



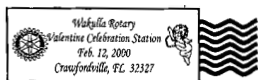
February 14, 2000  
THE LOVE STATION  
POSTMASTER  
PO BOX 9998  
VALENTINE TX 79854-9998



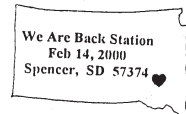
February 12, 2000  
STAMP SHOW 2000 STATION  
POSTMASTER  
PO BOX 9998  
KENOSHA WI 53141-9998



February 14, 2000  
Loving Post Office  
LOVING STATION  
POSTMASTER  
4TH & HAWKINS ST  
LOVING TX 76460-9998



February 12, 2000  
VALENTINE CELEBRATION STATION  
POSTMASTER  
12 TOWLES RD  
CRAWFORDVILLE FL 32327-9998



February 14, 2000  
WE ARE BACK STATION  
POSTMASTER  
PO BOX 9998  
SPENCER SD 57374-9998



February 12-13, 2000  
ALAPEX STATION  
POSTMASTER  
1112 4TH AVE N  
BESSEMER AL 35020-9998



February 14, 2000  
HARTVILLE STATION  
POSTMASTER  
PO BOX 9998  
HARTVILLE WY 82215-9998



February 16, 2000  
 Beaver Chamber of Commerce  
 TOMMY THOMAS STATION  
 POSTMASTER  
 PO BOX 9998  
 BEAVER AR 72613-9998



February 20, 2000  
 Monument Dedication Station  
 Italian 6<sup>th</sup> Grade Research  
 WWII British Cadets Crash  
 Windmill Mountain  
 Moyers, Oklahoma 74557

February 20, 2000  
 MONUMENT DEDICATION STATION  
 POSTMASTER  
 100 MAIN ST  
 MOYERS OK 74557-9998



February 16-20, 2000  
 2000 WINTER GOODWILL GAMES STATION  
 POSTMASTER  
 PO BOX 9998  
 LAKE PLACID NY 12946-9998



Zip Code Day Station  
 Vienna, VA 22180  
 02•21•2000

February 21, 2000  
 ZIP CODE DAY STATION  
 POSTMASTER  
 200 LAWYERS HILL RD NW  
 VIENNA VA 22180-9998



February 17, 2000  
 SALUTING KINGS & QUEENS  
 OF THE PAST AND PRESENT  
 KINGS AND QUEENS STATION  
 POSTMASTER  
 1335 JEFFERSON RD  
 ROCHESTER NY 14692-9998



ORLAND  
 BICENTENNIAL  
 1800 - 2000

February 21, 2000  
 ORLAND STATION  
 POSTMASTER  
 PO BOX 9998  
 ORLAND ME 04472-9998



February 18, 2000  
 Friends of the President Street Station & The  
 Baltimore Civil War Museum  
 PRESIDENT STREET STATION 150TH  
 ANNIVERSARY  
 SUPERVISOR MOWS  
 900 E FAYETTE ST  
 BALTIMORE MD 21233-9715



February 21, 2000  
 BLUE AND GOLD STATION  
 POSTMASTER  
 201 HIGH ST NE  
 WARREN OH 44481-9998



RED CROSS  
 BLOOD SERVICES STATION  
 NEWPORT VERMONT 05855  
 FEBRUARY 18, 2000

February 18, 2000  
 RED CROSS BLOOD SERVICES STATION  
 POSTMASTER  
 59 COVENTRY ST  
 NEWPORT VT 05855-9998



February 22, 2000  
 GEORGE WASHINGTON MASONIC STAMP  
 CLUB STATION  
 POSTMASTER  
 RT 235 & GEORGE WASHINGTON PKWY  
 MOUNT VERNON VA 22121-9998



APEX STATION  
 FEB 18, 2000  
 ANCHORAGE, AK  
 99510

February 18, 2000  
 Anchorage Philatelic Society  
 APEX STATION  
 POSTMASTER  
 PO BOX 9998  
 ANCHORAGE AK 99510-9998



The Texas Show 2000  
 Station  
 February  
 2000  
 San Antonio, TX  
 78205

February 23-25, 2000  
 THE TEXAS SHOW 2000 STATION  
 POSTMASTER  
 615 E HOUSTON ST  
 SAN ANTONIO TX 78205-9998



MIPS/ATA Station  
 Hopkins MN 55343  
 February 19 2000

February 19-20, 2000  
 The Minnesota Israeli Philatelic Society & The  
 American Topical Association  
 MIPS / ATA STATION  
 POSTMASTER  
 PO BOX 9998  
 HOPKINS MN 55343-9998

## Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die hubs must

be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
Smile America, National Children's Dental Health Month	Jan. 15–Feb. 28
We Are Fighting for Your Life, American Heart Association	Feb. 1–Feb. 28
Save Your Vision Week	Feb. 1–March 31
March Is Kidney Month, Give to the National Kidney Foundation	March 1–March 31
March Is Red Cross Month	March 1–March 31
Easter Seals, Fight Crippling	March 1–April 22
April Is Child Abuse Prevention Month	April 1–April 30
April Is Organ Donor Awareness Month — Donors Make Miracles	April 1–April 30
Law Day USA Freedom Under Law, May 1	April 1–April 30
Strike Back at Cancer, Give to the American Cancer Society	April 1–April 30
National Carih Asthma Week	April 1–May 6
Only You Can Prevent Forest Fires	April 1–Oct. 31
National Salvation Army Week, 4 <sup>th</sup> Week in May	May 1–May 31
Support Research for "NF," Neurofibromatosis	May 1–May 31
Support Your Mental Health Association	May 1–May 31
National Flag Day, June 14, Pause for the Pledge	May 1–June 14
Goodwill Industries — Our Business Works So People Can	May 1–June 30
Support National Historic Preservation Week	May 9–May 15
National Transportation Week	May 14–May 20
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDAA	May 15–June 17
Conquer Multiple Sclerosis	May 17–June 17
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

**Millennium Pictorial Cancellations — Additional Participating Offices**

**12-31-1999**

*New Year's Eve Station*

*City, State, Zip*

*Postmark of the Century*

**01-01-2000**

*Celebrate 2000 Station*

*City, State, Zip*

*Postmark of the Century*

The Postal Service has authorized two millennium pictorial cancellation designs: New Year's Eve Station (December 31, 1999) and Celebrate 2000 Station (January 1, 2000). The offices listed below are in addition to those listed in *Postal Bulletin* 22014 (12-30-99), 22015 (1-13-00), and 22016 (1-27-00). Please send mail-in requests to POSTMASTER, PO BOX 9998, with the city, state, and ZIP+4 from the list. All cancellations are extended for 60 days.

**Post offices participating in both New Year's Eve Station (December 31, 1999) and Celebrate 2000 Station (January 1, 2000):**

BONAPARTE	IA	52620-9998	KITTANNING	PA	16201-9998
DELOIT	IA	51441-9998	LEWISTOWN	PA	17044-9998
TOLEDO	IA	52342-9998	MECHANICSBURG	PA	17055-9998
DELIA	KS	66418-9998	SCRANTON	PA	18505-9998
EWING	KY	41039-9998	WAYNESBORO	PA	17268-9998
BALLWIN	MO	63011-9998	WIKES BARRE	PA	18701-9998
ALLENTOWN	PA	18101-9998	WILLIAMSPORT	PA	17701-9998
CAMP HILL	PA	17011-9998	CROSS PLAINS	WI	53528-9998
CHAMBERSBURG	PA	17201-9998	LOGANVILLE	WI	53943-9998
HARRISBURG	PA	17106-9998	WAUSEKA	WI	53826-9998

— Stamp Services, 2-10-00

**Post Offices**

**Post Office Changes**

Old/New	Finance No.	ZIP Code	State	P.O. Name	County/Parish	Station/Branch/Unit	Unit Type	Effective Date	Comments
Old	20-1656	41729	KY	Combs	Perry	Main Office	Post Office	02/01/2000	This announcement expands the use of ZIP Code 41729 to include delivery.
New	20-1656	41729	KY	Combs	Perry	Main Office	Post Office	02/01/2000	
Old	20-1076	41517	KY	Burdine	Letcher	Main Office	Post Office	02/01/2000	This announcement expands the use of ZIP Code 41517 to include delivery.
New	20-1076	41517	KY	Burdine	Letcher	Main Office	Post Office	02/01/2000	
Old	20-5320	41352	KY	Mize	Morgan	Main Office	Post Office	01/31/2000	This announcement expands the use of ZIP Code 41352 to include delivery.
New	20-5320	41352	KY	Mize	Morgan	Main Office	Post Office	01/31/2000	
Old	23-3528	20877	MD	Gaithersburg	Montgomery	Main Office	Post Office	02/01/2000	Establish a new ZIP Code for post office boxes. Use Gaithersburg MD 20883 as last line of address.
New	23-3528	20883	MD	Gaithersburg	Montgomery	Kentlands	Classified Station	02/01/2000	
Old	56-3630	54841	WI	Haugen	Barron	Main Office	Post Office	01/31/2000	This announcement expands the use of ZIP Code 54841 to include delivery.
New	56-3630	54841	WI	Haugen	Barron	Main Office	Post Office	01/31/2000	

— Address Management, Delivery, 2-10-00



*POSTMASTER/OFFICER-IN-CHARGE CHANGES***PS Form 8020: Report of Installation (Postmaster or Officer-In-Charge)**

To keep up-to-date the Postmaster Tracking System, the Postal Service's national record of postmasters, it is important that the postal official responsible for the installation of a postmaster or officer-in-charge send a completed copy PS Form 8020, *Report of Installation (Postmaster or Officer-In-Charge)*, to:

HISTORIAN  
UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 2140  
WASHINGTON DC 20260-0012

As required by section 547.13 of Handbook EL-311, *Personnel Operations*, this form must be completed for the installation of all postmasters and officers-in-charge, including

district managers/postmasters. Please list the full name of the employee and give the specific reason for the transfer. Reasons include retirement, promotion, detail, leave, and return to former position.

Also, please complete PS Form 8020 when service at a post office is suspended or resumed, or when a post office is established.

This form can be obtained through F3Fill or from the material distribution centers.

— *Historian, Information Technologies, 2-10-00*

## *Purchasing and Materials*

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*REVISION***Environmental/Purchasing Policy for Paper and Paper Products With Recycled Content**

*Postal Bulletin* 21997 (5-6-99) contained a policy statement from the vice presidents of Purchasing and Materials and Engineering addressing the New Environmental/Purchasing Policy for Paper and Paper Products With Recycled Content. The following updates and replaces that statement.

Executive Order 13101, "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition," requires federal agencies to establish preference in their purchasing programs for environmentally preferable products and services. Although this Executive Order does not apply to the Postal Service, we have, in accordance with our environmental protection policy and guiding principles, voluntarily adopted portions of this Executive Order as postal policy.

The Postal Service is committed to being a good environmental neighbor in each of the 40,000 communities served from coast-to-coast. Our goal is to meet or exceed all applicable environmental laws and regulations in a cost-effective manner. We are incorporating environmental considerations into our business planning processes. We ask every postal employee to take ownership and responsibility for our environmental initiatives.

Therefore, in line with the minimum content standard of Executive Order 13101, purchases of paper and paper products must meet or exceed the minimum of 30 percent post-consumer materials for high-speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, cardboard, white wove envelopes, writing and office paper, book

paper, cotton fiber paper, and cover stock. Exceptions to purchasing a minimum of 30 percent post-consumer materials

are if:

1. They are not reasonably available.
2. They do not meet appropriate performance standards.
3. They are available only at unreasonable prices.

If paper and paper products containing 30 percent post-consumer materials are not available, then paper containing 20 percent or the next highest percentage of post-consumer materials should be used.

The General Services Administration (GSA), as well as a number of commercial sources, are capable of supplying paper and paper products that meet these specifications.

Requirements organizations should:

1. Review existing contracts, statements of work, specifications, drawings, data lists, etc., to eliminate virgin material requirements.
2. Specify the use of recovered materials.
3. Use life cycle costing methods where feasible.
4. Specify for the purchase of environmentally preferable materials and products.

As with any purchase, environmental attributes of recycled paper and paper products that offset operating and disposal costs should be considered when purchase teams determine which product offers best value to the Postal Service.

The White House Council on Environment Quality (CEQ) indicates that compliance with Executive Order 13101 will not only save trees but also significantly reduce energy use and air pollution. The CEQ estimates that compliance will save as

many as a half million trees annually and will also reduce greenhouse gas emissions by 10 percent, energy use by 12 percent, air pollution by 14 percent, solid waste by 14 percent, and wastewater discharges by 28 million gallons a year.

To achieve solid waste reduction savings that would more than offset any additional costs of purchasing recycled content paper and paper products, the following waste reduction techniques should be used to the maximum extent possible:

- Reduce the number of hard copies for all documents.
- Use two-sided (duplex) copying for all documents.
- Use e-mail for draft reviews and final document distributions.
- Use electronic documentation software to disseminate business communications, graphics, and information via e-mail, the Internet, and corporate intranet.
- Request that contract deliverables and reports be prepared on diskette.
- Strive to reduce paperwork and unnecessary copies.

The Postal Service intends this policy, like the policy established by the Executive Order, only to improve its internal management and not to create any right, benefit, or trust responsibility, substantive or procedural, enforceable at law by a party against the U.S. Postal Service, its officers or employees, or any other person.

— *Purchasing Policies and Programs,  
Purchasing and Materials, 2-10-00*

#### CORRECTION

### Publication 247, Supply and Equipment Catalog

The latest edition of Publication 247, *Supply and Equipment Catalog* (October 1999), chapter 4, *Obsolete/Discontinued Items*, incorrectly lists three items as obsolete. They are:

- Page 250: Hamper, PSIN 1046P
- Page 251: PSIN 1257 (only)
- Page 251: Universal Mail Container

These items are still available from the mail transport equipment service center network. Contact your area mail transport equipment specialist to order this equipment.

These revisions will be incorporated into an incremental update of the online version of Publication 247 available on the corporate intranet at <http://blue.usps.gov/cpim> (click on *Publications*).

— *Logistics Programs,  
Purchasing and Materials, 2-10-00*

## Retail

### POSTAGE METER UPDATE

#### Status of Mechanical Meters and Manually Set Electronic Meters

As the final phase of decertification of mechanical postage meters, manufacturers have been instructed to remove all mechanical meters from the marketplace by February 29, 2000. *There are no exceptions for manufacturers or customers.* Manufacturers are notifying individual customers directly. Postal clerks receiving inquiries from customers should direct customers to their meter manufacturer. Noncompliance will be closely monitored at the Headquarters level by Postage Technology Management.

As part of the eventual transition to a more secure and totally remote set meter population, placements by manufacturers of manually set electronic meters to new customers ceased effective February 1, 2000. Customers who currently have manually set electronic meters will be allowed to replace them if they fail to operate. *Post offices are to continue to set manually set electronic meters until a date is established by which all meters must be remote set.*

— Postage Technology Management, Retail,  
Consumers and Small Business, 2-10-00

### EMPLOYEE AWARENESS

#### Canada Post Corporation Market Trial of Internet Postage

Canada Post Corporation is beginning a market trial of a PC Postage-like product. This market test will take place in Calgary beginning February 9, 2000, and will run through March 31, 2000.

Canada Post will allow international mail capability to the United States with the indicium shown on the right. This *Postal Bulletin* notice is to inform postal employees that this is authorized postage. This mail will be handled in the same manner as any other full-rate mail coming across the border.



— Postage Technology Management, Retail,  
Consumer and Small Business, 2-10-00

# What's in Store

**Planograms**

*New  
Planograms*

Fiscal Year (FY) 2000 retail merchandise planograms, Inventory Reorder Cards, and Retail Merchandise Inventory Lists have been distributed to post offices.

The FY 00 Traditional Office Planograms replace all previously issued planograms. They are configured to accommodate FY 99 and FY 00 product. Use of any earlier manufactured product may create space problems on the slatwall.

Inventory Reorder Cards (Item No. 98540064) should be placed on each peg behind the merchandise to serve as a reminder to replenish the stock. Additional Inventory Reorder Cards can be obtained from the Retail Merchandise Center at 800-711-0428 using the above item number.

The Retail Merchandise Inventory List includes all merchandise that can be ordered (including the current drive period), and will be provided at the beginning of each drive period.

**Holiday Sale**

*75% off!*

Effective February 4, all holiday merchandise is on sale at 75% off the original retail price. Holiday merchandise is all Christmas, Kwanzaa, and Hanukkah product and includes merchandise from previous holiday drive periods. The sale does not include the Love Photo Mailer, Conservation Stamp Album, and the Insects & Spiders Activity Kit.

**Mystery Shopper**

More kudos to the following Mystery Shopper Program Perfect (100%) Scores for FY 00, Quarter 1. Southwest Area was inadvertently omitted from the list in the January 13 edition of What's in Store, and there is a correction to the number of offices in the Southeast Area. The list should include:

Area	Number of Offices
Southeast	62
Southwest	4

Keep focusing on improving the Sales Skills and Product Knowledge area. Remember, excellent retail service, ALL the time!

## What's in Store

### Packaging Supplies

*Time-saving  
Convenience*

A box for that special present? Bubble wrap to keep it safe? Tape to close it tight? Remind customers that for their convenience, the Postal Service sells packaging and mailing supplies in lobbies. At minimum, offices should have the following items on hand:

#### Boxes

12 x 10 x 8 corrugated container  
20 x 14 x 10 corrugated container  
8<sup>1</sup>/<sub>4</sub> x 6<sup>1</sup>/<sub>4</sub> x 1<sup>3</sup>/<sub>4</sub> video box

#### Tubes

2 x 16 (or 3 x 3 x 14<sup>1</sup>/<sub>2</sub>)  
2 x 24 (or 3 x 3 x 36<sup>1</sup>/<sub>2</sub>)

#### Envelopes

6 x 9 envelope  
10 x 13 envelope

#### Photo Mailer

9<sup>3</sup>/<sub>4</sub> x 12<sup>1</sup>/<sub>4</sub>

#### Padded Mailers

6 x 10  
10<sup>1</sup>/<sub>2</sub> x 16  
14<sup>1</sup>/<sub>2</sub> x 20

#### Bubble Wrap

#### Address Labels

#### Tape without cutter

#### Plastic Stamp Dispenser

### Feedback

Send comments and questions to:

WHAT'S IN STORE  
US POSTAL SERVICE  
475 L'ENFANT PLAZA SW RM 5801  
WASHINGTON DC 20260-2418



# What's in Store

## your retail CALENDAR

FEB – APRIL 2000 Key Dates

**Black History Month**  
**FEBRUARY**

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
			Groundhog Day	<b>Retail Reminder:</b> Make sure Stamps By Mail® order forms are fully stocked	\$ Payday	
6 <b>Did You Know?</b> Art in the Victorian Love stamps is based on an unknown German artist's Valentine's greeting card from the late 1800s	7	8 Last day for Priority Mail Global Guaranteed™ and Global Priority Mail™ packages to arrive by Valentine's Day	9 <b>Retail Reminder:</b> If Valentine's cards are oversized, make sure that they have sufficient postage	10 Last day for domestic Priority Mail® and Express Mail® International packages to arrive by Valentine's Day	11 Last day to input VESS data for AP/5	12 Last day for Express Mail® next day packages to arrive by Valentine's Day Lincoln's Birthday
13	14 Valentine's Day	15 <b>Display office closed sign for Washington's Birthday</b>	16 <b>Retail Reminder:</b> Always keep your retail merchandise fully stocked	17 <b>Tell Your Customers</b> when sending important documents they should use Priority Mail® packages with Delivery Confirmation™ service	18 \$ Payday	19
20	21 Tax P.O.P. shipments arrive this week* Office closed Washington's Birthday	22 Washington's Birthday	23	24 <b>Tell Your Customers</b> a FIRSTCLASS PHONECARD™ may eliminate hotel surcharges and control costs when they travel	25	26 <b>Tell Your Customers</b> Victorian Love and other specialty stamps can be ordered on usps.com or at 1-800-STAMP-24
27	28 Tax Drive Period begins REMOVE Love P.O.P. and DISPLAY Tax P.O.P. * as directed by your P.O.P. Planograms	29				

**FEBRUARY STAMP RELEASE: University of Utah Stamped Card**

Refer to your 90-Day Retail Calendar Swingroom Poster for additional information  
Dates that include "Last day to mail dates" are dependent on drop-off location, time, and destination  
\* The number and type of elements in P.O.P. kits vary by location

# What's in Store

## your retail CALENDAR

FEB – APRIL 2000 Key Dates

### Women's History Month MARCH

SUN		MON		TUE		WED	THU	FRI	SAT
						1	2	3	4
						Tax Drive Period begins REMOVE Love P.O.P. and DISPLAY Tax P.O.P. * as directed by your P.O.P. Planograms			
								\$ Payday	
5	6	7	8	9	10	11			
<i>Did You Know?</i> Over 40 million consumers will order online this year—tell your customers they can now order many Postal Service products online			<i>Retail Reminder:</i> Make sure your debit/credit acceptance door decal is displayed—to order a decal, call 1-888-999-6623			Last day to input VESS data for AP/6			
12	13	14	15	16	17	18			
		<i>Tell Your Customers</i> they can use usps.com to order many shipping supplies and have them delivered	<i>Retail Reminder:</i> Make sure customers use a return address on all their packages and correspondence			\$ Payday St. Patrick's Day			
19	20	21	22	23	24	25			
<i>Did You Know?</i> The Postal Service earned \$60 billion last year moving mail... \$58 billion of that was spent on employees and transportation	First day of spring				<i>Tell Your Customers</i> Priority Mail® 10-packs with pre-paid postage are available at 1-800-THE-USPS				
26	27	28	29	30	31				
		<i>Tell Your Customers</i> information about scheduling package pickup is available on usps.com			<i>Don't forget to set your clocks 1 hour ahead for Daylight Saving Time</i> \$ Payday				

**MARCH STAMP RELEASES: Pacific Coast Rain Forest, Ryman Auditorium Stamped Card**

Refer to your 90-Day Retail Calendar Swingroom Poster for additional information  
 Dates that include "Last day to mail dates" are dependent on drop-off location, time, and destination  
 \* The number and type of elements in P.O.P. kits vary by location

# What's in Store

## your retail CALENDAR

FEB – APRIL 2000 Key Dates

# APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
						1 April Fool's Day
2 Daylight Saving Time Begins	3 <i>Tell Your Customers</i> Certified Mail with Return Receipt services will provide proof of delivery when sending tax documents	4	5	6 <i>Ask Your Customers</i> to confirm delivery of Priority Mail® packages with Delivery Confirmation™ service at usps.com or 1-800-222-1811	7 Last day to input VESS data for AP/7 \$ Payday	8
9 <i>Did You Know?</i> Promo magazine (10/99) estimates that a single sheet of Bugs Bunny stamps is now worth up to \$250 as a collector's item.	10 Spring P.O.P.* and product shipments arrive this week	11	12 <i>Retail Reminder:</i> Remember to secure your cash drawer	13	14 \$ Payday	15 Tax Day
16 Palm Sunday	17 Spring Drive Period begins – REMOVE Tax P.O.P. and DISPLAY Spring product and P.O.P. this week as directed by your P.O.P. Planogram Last day for Priority Mail Global Guaranteed™ and Global Priority Mail™ packages to arrive by Easter	18	19	20 Last day for domestic Priority Mail® and Express Mail® International packages to arrive by Easter	21 Good Friday	22 Last day for Express Mail® next day packages to arrive by Easter Earth Day
23 Easter	24 <i>Tell Your Customers</i> we have great last-minute gifts for Secretaries Day	25	26 Secretaries Day	27 <i>Tell Your Customers</i> the Celebrate The Century® 90's stamps are now available – encourage them to buy the series	28 \$ Payday	29
30 <i>Did You Know?</i> Last Holiday Drive Period P.O.P. support for insurance increased product revenue by 50% Orthodox Easter	<p><b>APRIL STAMP RELEASES: Edwin Powell Hubble, U.S. Navy Submarines, Celebrate The Century® 1990s, Wile E. Coyote and Road Runner, Louise Nevelson, Library of Congress, American Samoa</b></p> <p><i>Refer to your 90-Day Retail Calendar Swingroom Poster for additional information</i> Dates that include "Last day to mail dates" are dependent on drop-off location, time, and destination * The number and type of elements in P.O.P. kits vary by location</p>					

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January – December 1999

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2. Counterfeited Canadian Money Order Forms
3. Invalid Express Mail Corporate Account Numbers
4. Missing, Lost, or Stolen U.S. Money Order Forms
5. Missing, Lost, or Stolen Canadian Money Order Forms

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 District Accounting Offices Statement of Account Submission — Accounting Period 1, Postal Fiscal Year 2000 . . . . . 22007 (9-23-99)  
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 Business Card Update: PS Form 1868, *U.S. Postal Service Business Card Order Form*, is Revised . . . . . 21996 (4-22-99)  
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 Forms Update: PS Forms 6805 and 6806 Are Available Online . . . . . 21995 (4-08-99)  
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 International Mail — Affixing Customs Forms to Canadian Packages (*Reminder*) . . . . . 21991 (2-11-99)  
 International Mail — Customs Forms Usage (*Reminder*) . . . . . 22005 (8-26-99)  
 Ordering Instructions for Revised PS Form 3849, *Delivery Notice/Reminder/Receipt (Correction)* . . . . . 21991 (2-11-99)  
 Overprinting Form 3227, *Stamps by Mail* . . . . . 22010 (11-04-99)  
 POS ONE Update: POS ONE Sites Automated PS Form 1538 . . . . . 21997 (5-06-99)  
 Postage Statement Revised: New Periodicals Postage Statements . . . . . 21996 (4-22-99)

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International Mail — International Priority Airmail (IPA) Service Available to Canada ( <i>Revision</i> )	22004 (8-12-99)
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