

POSTAL BULLETIN

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PB 22145, January 6, 2005

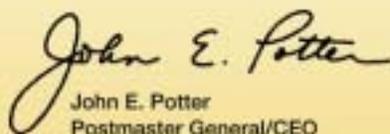
What a year it will be!

We'll keep our focus during FY 2005 on the Transformation Plan strategies. We'll keep our eyes on developing people, managing costs, improving service, growing revenue and pursuing reform.

The challenge is to grow revenue. You can help.

- Learn more about our products and services.
- Recommend our products and services to everyone — customers, family and friends.
- Identify opportunities to sell our products and services to small and mid-sized businesses and pass those leads on to our sales force.

Together, we'll build on our success. We'll continue to deliver results for the American people.


John E. Potter
Postmaster General/CEO


Stephen Scully
Letter Carrier Ambassador



CONTENTS

The *Postal Bulletin* is also available on the World Wide Web at <http://www.usps.com/cpim/ftp/bulletin/pb.htm> for customers and at <http://blue.usps.gov> for employees.

USPSNEWS@WORK 3

Administrative Services

Directives and Forms Update 4

Notice: Carrier Route and Delivery Statistics Hardcopy Reports Discontinued 6

Customer Relations

Mail Alert 6

Publicity Kit: Ronald Reagan Stamp First-Day-of-Issuance Ceremony 7

Domestic Mail

DMM Revision: Three-Digit Scheme Bundle Preparation for Periodicals, Standard Mail, and Bound Printed Matter Flats 22

DMM Revision: Applying for News Agent Registry 31

DMM Revision: Parcel Select Exhibit ZIP Code Deletions . 32

Pull-Out Section

Fraud Alert

Invalid Express Mail Corporate Account Numbers 33

Missing, Lost, or Stolen U.S. Money Order Forms 35

Missing, Lost, or Stolen Canadian Money Order Forms ... 40

Counterfeit Canadian Money Order Forms 43

Toll-Free Number Available to Verify Canadian Money Orders 43

Other Information

Overseas Military Mail 44

Missing Children Posters 51

Domestic Mail (Continued) 57

DMM Revision: Parcel Select Exhibit ZIP Code Addition . 57

Revised Handbook: Handbook PO-610, Signature Capture and Electronic Record Management: Manager's Guide to Standard Operating Procedures 57

Proper ACS Handling Is Key Component of Discover Agreement 58

Employees

Unemployment Insurance Program Goes Paperless 59

Rural Carriers: Equipment Maintenance Allowance Schedule for Rural Routes 60

Notice: No Extra Leave Accrual for 27th Pay Period 60

Finance

Revised Form: PS Form 1412, Daily Financial Report 63

Notice: Form W-5 Renewal for Calendar Year 2005 63

Notice: Federal Income Tax Withholding 64

Notice: Form W-4 Completion for Calendar Year 2005 ... 65

All Employees: 2004 Tax Information 66

International Mail

IMM Revision: Privately Printed Customs Forms 72

IMM Revision and Urgent Reminder: International Bulk Mail Items Addressed for Delivery in Germany 73

Urgent Notice: Global Express Mail and Airmail Parcel Post Items Sent to Germany 73

Licensing

Promotions 74

Philately

Stamp Announcement 05-03: Ronald Reagan Stamp 75

Stamp Announcement 05-04: Acadia National Park Stamp 77

Pictorial Cancellations Announcement 78

Special Cancellation Die Hubs 79

Late-Breaking Preview: Inaugural Keepsake Set Will Honor the 2005 Inauguration 80

Post Offices

New Management Instruction: Environmental Integration in the Construction Process 80

Retail

Notice: WEBVARS National Deployment 81

Notice: Discount Coupons Deliver Savings on FirstClass PhoneCards 81

What's in Store 82

Supply Management

Calendars for 2005 Available Through Boise Cascade 87

Postal Bulletin Index

Semiannual Index PB 22132 (7-8-04)



The *Postal Bulletin* is published biweekly; information is effective for one year unless it changes a permanent directive or unless otherwise specified.



Ordering Information: Following is the list of postal stock numbers (PSNs) to use when ordering copies of the *Postal Bulletin* from the MDC:

| | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|
| PB 22145: 7690-07-000-0129 | PB 22137: 7690-07-000-0121 | PB 22129: 7690-07-000-0113 | PB 22122: 7690-05-000-5991 |
| PB 22144: 7690-07-000-0128 | PB 22136: 7690-07-000-0120 | PB 22128: 7690-07-000-0112 | PB 22121: 7690-05-000-5990 |
| PB 22143: 7690-07-000-0127 | PB 22135: 7690-07-000-0119 | PB 22127: 7690-07-000-0111 | PB 22120: 7690-05-000-5989 |
| PB 22142: 7690-07-000-0126 | PB 22134: 7690-07-000-0118 | PB 22126: 7690-07-000-0110 | PB 22140: 7690-07-000-0124 |
| PB 22141: 7690-07-000-0125 | PB 22133: 7690-07-000-0117 | PB 22125: 7690-07-000-0109 | PB 22119: 7690-05-000-5988 |
| PB 22140: 7690-07-000-0124 | PB 22132: 7690-07-000-0116 | PB 22124: 7690-07-000-0108 | PB 22118: 7690-05-000-5987 |
| PB 22139: 7690-07-000-0123 | PB 22131: 7690-07-000-0115 | PB 22123: 7690-07-000-0107 | PB 22117: 7690-05-000-5986 |
| PB 22138: 7690-07-000-0122 | PB 22130: 7690-07-000-0114 | | |

USPSNEWS@WORK

Four million packages and counting: Customers swarm to carrier pickup during the holidays

December's million-package month for carrier pickup was a record-setting effort by Postal Service™ employees and customers everywhere, but the record books were broken again when the carrier pickup program reached the 4 million-package milestone over New Year's weekend.

Customers introduced to the program during the holidays are sticking with it — and packages and revenue continue to increase.

The four millionth package was part of a shipment from "It's Out of Here!" — an eBay-related business that provides a storefront for customers who want to sell products on eBay. The package was picked up by Frank DiPaolo, a chauffeur carrier at Bath Beach Station in Brooklyn, who introduced the company leadership to carrier pickup.

"Carrier pickup strengthens the relationship between our letter carriers and customers and helps increase our package business," says Package Services Manager Jim Cochrane, thanking all USPS® employees who have played a part in carrier pickup's success.

Tuscon, AZ, letter carrier Kevin Stevens picked up December's one millionth package for the month from an online natural foods business cooperative, Shop Naturals.

Fortune smiles: Souvenir sheet highlights Lunar New Year series

The Postal Service will usher in the new year with a double-sided commemorative sheet to celebrate the award-winning *Lunar New Year* stamp series.

Known for their exotic beauty, the 12 stamps have been issued one per year beginning with 1992's Year of the Rooster. They combine the artistry of Lau Bun's grass-style

calligraphy with Clarence Lee's intricate paper-cut designs of Chinese Zodiac animals.

"I'm delighted to help celebrate the vibrant tradition of the Lunar New Year," said Public Affairs and Communications VP Azeezaly S. Jaffer. "Lee's work captures perfectly the sense of wonder and renewal that families and individuals around the world experience as they gather to enjoy this venerable Asian custom."

The souvenir sheet is available at Post Offices™ nationwide and online through The Postal Store®.

Heroes retired: Semipostal stamp completes service with honor

Completing its service with honor, the *Heroes of 2001* semipostal stamp was withdrawn from sale Friday, Dec. 31.

More than \$10 million in proceeds from sales of the stamp has been transferred to the Federal Emergency Management Agency to provide assistance to the families of the emergency relief personnel killed or permanently disabled in connection with the terrorist attacks of Sept. 11, 2001.

The stamp went on sale June 7, 2002, and was the second semipostal stamp issued by the Postal Service. Nearly 130 million *Heroes of 2001* semipostal stamps have been sold since the release.

Official licensed retail products can still be sold. Detailed instructions appear in *Postal Bulletin* 22144 (12-23-04, pages 92–93).

2004 Annual Report

The Postal Service has released its 2004 annual report. The document is available on *USPS.com* at <http://www.usps.com/history/anrpt04/>. The report contains business and financial information for the fiscal year that ended Sept. 30, in which the Postal Service had a net income of \$3.1 billion on revenues of \$69 billion.

Administrative Services

Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (June 1999), is revised. The tables below contain the document ID, edition date, title, PSN (Postal Service™ stock number), and the Postal Service and public supply source for all new, revised, and obsolete

directives and forms. Use this article to keep Publication 223 current. Information on how to order directives and forms is available in chapter 1 of Publication 223.

Publication 223 is available electronically at www.usps.com/cpim/ftp/pubs/pub223.pdf.

New Directives

Handbooks

| PSIN | Edition Date | Title | Stock Number | Manual Relation | Org. | USPS Source | Public Source |
|------------------|--------------|--|------------------|-----------------|------|-------------|---------------|
| HBK MS-144-VOL-A | 8/04 | MultiLine Optical Character Reader (MLOCR), Input Subsystem (ISS), Background Information | 7610-07-000-3390 | ASM 5 | ENG | MDC | R |
| HBK MS-144-VOL-B | 8/04 | MultiLine Optical Character Reader (MLOCR), Input Subsystem (ISS), Maintenance Information | 7610-07-000-3391 | ASM 5 | ENG | MDC | R |
| HBK MS-216-VOL-C | 10/04 | Postal Automation Redirection System (PARS), Parts Information | 7610-07-000-4866 | ASM 5 | ENG | MDC | R |

Memorandums of Policy

| PSIN | Edition Date | Title | Org. | USPS Source | Public Source |
|--------------------|--------------|--|------|-------------|---------------|
| MOP ERM-11-16-2004 | 11/04 | Sunday Premium and Court Leave | ERM | IWEB | N/A |
| MOP FI-10-25-2004 | 10/04 | Policy Memo — Statistical Programs Letter #3, FY2005 | FIN | IWEB | N/A |

Revised Directives

Handbooks

| PSIN | Edition Date | Title | Stock Number | Manual Relation | Org. | USPS Source | Public Source |
|------------------|--------------|---|------------------|-----------------|------|-------------|---------------|
| HBK MS-178-VOL-A | 8/04 | MultiLine Optical Character Reader (MLOCR), Input Subsystem (ISS), Background Information | 7610-05-000-4207 | ASM 5 | ENG | MDC | R |
| HBK MS-178-VOL-B | 8/04 | MultiLine Optical Character Reader (MLOCR), Input Subsystem (ISS), Background Information | 7610-05-000-4207 | ASM 5 | ENG | MDC | R |
| HBK MS-178-VOL-C | 8/04 | Automated Flats Sorting Machine 100 (AFSM 100), Troubleshooting Information | 7610-05-000-4209 | ASM 5 | ENG | MDC | R |
| HBK MS-178-VOL-D | 8/04 | Automated Flats Sorting Machine 100 (AFSM 100), Parts Information | 7610-05-000-4210 | ASM 5 | ENG | MDC | R |
| HBK MS-178-VOL-E | 8/04 | Automated Flats Sorting Machine 100 (AFSM 100), Software Information | 7610-05-000-4573 | ASM 5 | ENG | MDC | R |

Posters

| PSIN | Edition Date | Title | Size | Stock Number | Unit of Issue | Org. | USPS Source | Public Source |
|---------|--------------|--|----------|------------------|---------------|------|-------------|---------------|
| POS 158 | 11/04 | Possession of Firearms and Other Dangerous Weapons on Postal Property is Prohibited by Law | 8 ½ x 11 | 7610-03-000-3949 | EA | IS | MDC | N/A |

Publications

| PSIN | Edition Date | Title | Stock Number | Manual Relation | Org. | USPS Source | Public Source |
|---------|--------------|---|------------------|-----------------|-------|-------------|---------------|
| PUB 12 | 11/04 | Health Benefits Open Season Administrative and Processing Information | N/A | DMM | ELM 5 | IWEB | N/A |
| PUB 122 | 3/03 | Customer Guide to Filing Domestic Insurance Claims or Registered Mail Inquiries | 7610-03-000-9059 | DMM S | FIN | MDCIWB | MDC |

Revised Forms*Forms*

| PSIN | Edition Date | Oldest Usable Date | Title | Stock Number | Where Used | Unit of Issue | Org. | USPS Source | Public Source |
|-----------|--------------|--------------------|--|------------------|------------|---------------|------|-------------|---------------|
| PS 61 | 12/04 | 12/04 | Appointment Affidavits | 7530-02-000-7226 | PS | SH | ERM | MDCIWB | N/A |
| PS 1018 | 11/04 | 11/04 | eTravel Repayment for Overpayments or Cash Advances | N/A | PS | SH | FIN | IWEB | N/A |
| PS 1583 | 12/04 | 12/04 | Application for Delivery of Mail Through Agent | 7530-01-000-9356 | PU | SH | D&R | MDCIWB | WWW |
| PS 3152 | 1/05 | 1/05 | Confirmation Services Certification | N/A | NCS | SH | PD | IWEB | WWW |
| PS 3652 | 11/04 | 11/04 | Postage Statement — International Priority Airmail | 7530-02-000-9028 | PS | SH | IMAQ | MDCIWB | WWW |
| PS 3811-I | 11/04 | 11/04 | Instructions for Requesting Return Receipt (Electronic) | 7530-07-000-4101 | PS | PD | MKT | MDC | P/F |
| PS 3972 | 12/04 | 12/04 | Absence Analysis | 7530-02-000-9137 | PS | SH | LR | MDCIWB | N/A |
| PS 5112 | 9/04 | 9/04 | Mailpiece Quality Control Order Form | N/A | CD | SH | NOM | IWEB | WWW |
| PS 6100-A | 11/04 | 11/82 | OPF Disclosure Accounting Form | 7530-02-000-9531 | PS | SH | CA | MDCIWB | N/A |
| PS 6100-B | 11/04 | 11/82 | OPF Disclosure Accounting Form (for law enforcement officials) | 7530-02-000-9532 | PS | SH | CA | MDCIWB | N/A |
| PS 6166 | 12/04 | 12/04 | IMTC/HASP Contractual Noncompliance | N/A | PS | SH | NOM | IWEB | N/A |
| PS 8114 | 3/04 | 3/04 | Subpoena, Office of Administrative Law Judges | 7530-03-000-1119 | HQ | SH | JD | HQO | N/A |
| PS 8225 | 12/04 | 12/04 | Acknowledgment Card Follow Up | 9915-07-000-0011 | PS | EA | CA | MDC | N/A |

Obsolete Directives*Management Instructions*

| PSIN | Edition Date | Title | Stock Number | Org. | USPS Source | Public Source |
|------------------|--------------|---|------------------|------|-------------|---------------|
| MI AS-810-2003-1 | 2/03 | Information Technology Governance | N/A | IT | IWEB | N/A |
| MI AS-840-2003-3 | 4/03 | Electronic Messaging (e-mail) | N/A | IT | IWEB | N/A |
| MI AS-860-2002-4 | 4/02 | Maintaining a Service Level Agreement | N/A | IT | IWEB | N/A |
| MI EL-660-2000-5 | 4/00 | Limited Personal Use of Government Office Equipment | 7690-05-000-0645 | IT | MDCIWB | MDC |

Posters

| PSIN | Edition Date | Title | Stock Number | Org. | USPS Source | Public Source |
|----------|--------------|-------------------------|------------------|------|-------------|---------------|
| POS 29-A | 3/94 | Guiding Principles | 7690-03-000-9408 | PA&C | MDC | N/A |
| POS 29-L | 1/94 | USPS Guiding Principles | 7690-03-000-4097 | PA&C | MDC | N/A |
| POS 29-S | 1/94 | USPS Guiding Principles | 7690-03-000-4098 | PA&C | MDC | N/A |

Obsolete Forms

| PSIN | Edition Date | Title | Stock Number | Org. | USPS Source | Public Source |
|-----------|--------------|--|------------------|------|-------------|---------------|
| PS 3660-R | 6/02 | Combined Postage Statement for Single-Piece Manifest Mailings — Permit Imprint | 7530-04-000-3017 | P&C | IWEB | WWW |
| PS 3812 | 1/91 | Request for Payment of Domestic Postal Insurance/Claim Identification | N/A | FIN | XMC | N/A |
| PS 5654 | 5/93 | Controlled Test Record | 7530-02-000-9489 | NOM | PS | EA |

NOTICE

Carrier Route and Delivery Statistics Hardcopy Reports Discontinued

In October 2004, the United States Postal Service® discontinued distribution of the hardcopy Carrier Route Information System (CRIS) and Delivery Statistics reports.

We have replaced these reports with our new Address Information System (AIS) Viewer CD-ROM. The *ZIP+4® Retrieval* option on the CD-ROM replaces the hardcopy version of the CRIS report. The *Delivery Statistics* option on the CD-ROM replaces the hardcopy version of the Delivery Statistics report.

The AIS Viewer CD-ROM is designed to retrieve, view, and print hardcopy reports on demand similar to the CRIS and Delivery Statistics hardcopy reports.

To order the AIS Viewer, or for more information about this and other addressing tools, please contact the National Customer Support Center at 800-238-3150.

— Address Management,
Intelligent Mail and Address Quality, 1-6-05

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 Business Service Network Integration at 202-268-2225 at least 1 month preceding the requested delivery dates. The Postal Service™

also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at <http://www.ribbs.usps.gov/files/advance/ADVTECH.PDF> or contact the National Customer Support Center at 800-458-3181.

| Title of Mailing | Class and Type of Mail | Requested Delivery Dates | Number of Pieces (Millions) | Distribution | Presort Level | Comments |
|-----------------------------|------------------------|--------------------------|-----------------------------|--------------|------------------------------------|---------------------------|
| JCP Spring/Summer Big Book | Standard/Catalog | 1/4/05–1/10/05 | 9.8 | Nationwide | Car-Rt | RR Donnelley |
| JCP Cooks | Standard/Catalog | 1/7/05–1/10/05 | 10.0 | Nationwide | Car-Rt | Quebecorworld |
| JCP Week 50 January Jewelry | Standard/Letter | 1/7/05–1/10/05 | 4.5 | Nationwide | Car-Rt | Harte-Hanks |
| JCP Week 50 MLK Holiday | Standard/Flat | 1/8/05–1/11/05 | 12.0 | Nationwide | Car-Rt | Harte-Hanks |
| JCP Spring Fine Jewelry | Standard/Catalog | 1/14/05–1/17/05 | 1.3 | Nationwide | Car-Rt | RR Donnelley |
| JCP Winter Blast | Standard/Postcard | 1/17/05–1/19/05 | 6.0 | Nationwide | Car-Rt | Harte-Hanks |
| Seventh Avenue | Standard/Catalog | 1/18/05–1/21/05 | 2.5 | Nationwide | Barcoded, Basic, 3/5-Digit, Car-Rt | Quad Graphics, Lomira, WI |

— Business Service Network Integration, Service and Market Development, 1-6-05

PUBLICITY KIT

Ronald Reagan Stamp First-Day-of-Issuance Ceremony

Contents

Ronald Reagan Stamp First-Day-of-Issuance Ceremony 8

Products and Licensing 9

Pictorial Postmarks 11

Pictorial Postmark Announcement 12

Sample Media Advisory 13

Sample Stamp Dedication Speech 14

Sample News Release 16

Stamp Subject Selection Criteria 17

The Citizens' Stamp Advisory Committee 18

Stamp Selection Process 19

Stamp Artwork 19

Government Relations Contacts 19

Public Affairs and Communications Field Contacts 21

Postal Service employees can find an electronic version of the *Ronald Reagan* commemorative postage stamp publicity kit on the intranet at <http://blue.usps.gov>; in the left-hand column, click on *Public Affairs and Communications*; in the left-hand column, click on *Postmaster's Toolkits*. The electronic version makes it easy to complete the fill-in-the blank materials included in the kit.



Ronald Reagan Stamp First-Day-of-Issuance Ceremony

The Postal Service™ will conduct a nationwide First-Day-of-Issuance ceremony for the *Ronald Reagan* commemorative postage stamp on Wednesday, February 9, 2005. While Semi Valley, California, has been designated as the events location, the stamp will be available nationwide the same day. Postmasters interested in conducting local ceremonies should feel free to use these materials as a guide for maximizing media exposure.

Please be sure to coordinate activities with your respective Public Affairs and Communications contact and Government Relations representative. You can find their contact information on pages 19–21 of this kit.

Sample items for inclusion in your press kit include:

- Media Advisory to be distributed on February 3 and 7.
- Sample speech.
- News release.
- Stamp subject selection criteria.
- Philatelic and licensed products information.
- Contacts for obtaining *Ronald Reagan* stamp enlargements.
- Public Affairs and Communications Field contacts.
- Government Relations contacts.

Products and Licensing

Product: First-day cover (single)

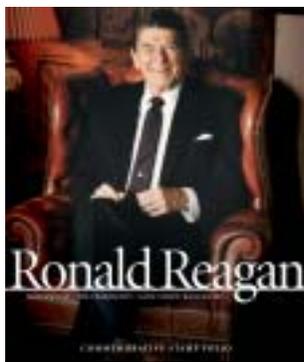
Item Number: 457861

Price: \$ 0.75

Product: The Ronald Reagan foldout-folio keepsake is a portfolio of select photographs portraying the rich life and times of Ronald Reagan. The complementary text reveals his life stages, including: *Hollywood*, *The Love Story*, *The Presidency*, and *Ranch Life*. The folio includes a sheet of 20 mint stamps, making this a memorable treasure.

Item Number: 457874

Price: \$12.95



Product: Uncut press sheet

Item Number: 457884

Price: \$44.40

Product: Cancellation keepsake (cover/pane)

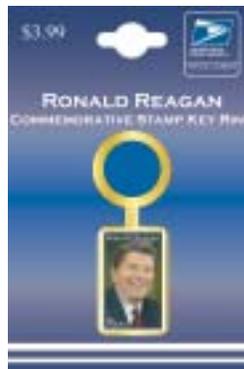
Item Number: 457893

Price: \$ 8.15

Product: Key ring (Financial Innovations, Inc., 401-467-0679)

Item Number: N/A

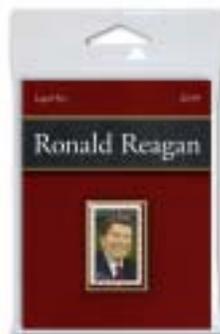
Price: \$ 3.99



Product: Lapel pin (Financial Innovations, Inc., 401-467-0679)

Item Number: N/A

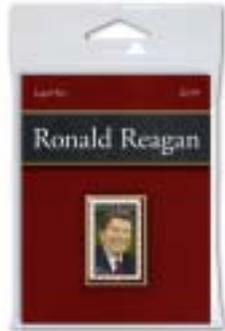
Price: \$ 2.99



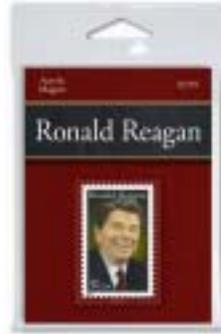
Ronald Reagan Stamp First-Day-of-Issuance Ceremony

Publicity Kit

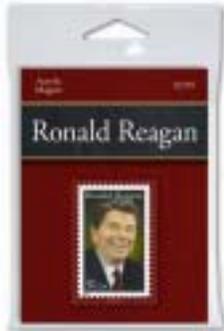
Product: Lapel pin (US Allegiance, 800-327-1402)
Item Number: N/A
Price: \$ 2.99



Product: Acrylic magnet (Financial Innovations, Inc., 401-467-0679)
Item Number: N/A
Price: \$ 0.25



Product: Acrylic magnet (US Allegiance, 800-327-1402)
Item Number: N/A
Price: \$ 0.25



Product: Postcard (US Allegiance, 800-327-1402)
Item Number: N/A
Price: \$ 0.25



Product: Deluxe tote bag (US Allegiance, 800-327-1402)

Item Number: N/A

Price: \$19.99



Product: Crystal art 7" x 10.5" black satinwood plaque

(Western Metal Design) (Financial Innovations, Inc., 401-467-0679)

Item Number: N/A

Price: \$24.95



Pictorial Postmarks

As a pictorial postmark has not been produced from a national level, Post Offices™ planning events should feel free to design their own special pictorial postmarks.

Guidelines for Finalizing Ronald Reagan Commemorative Stamp Pictorial Postmark Art

Post Offices planning second-day events may design their own special pictorial postmarks. Overall dimensions of these postmarks must not exceed 4 inches horizontally by 2 inches vertically. Collectors prefer the dimensions 3 1/2 inches by 1 inch. For more information regarding pictorial postmarks, refer to Handbook PO-230, *Pictorial Cancellations*.

As a reminder, the Postal Service must endeavor to make all unusual postmarking services widely known to collectors through advance publicity to avoid limiting the availability of these postmarks. Therefore, all pictorial postmarks must be reported to Stamp Services 3 weeks prior to local events. Please use the announcement form on the following page to report your use of a postmark.



Pictorial Postmark Announcement

| | |
|---|---|
| <p>Complete this announcement and forward it to the following address:</p> <p>Pictorial Postmark Program Manager Stamp Services US Postal Service 1735 North Lynn St Ste 5016 Arlington VA 22209-6432</p> | <p><i>Insert pictorial postmark Copy here</i> (Camera-ready or reproducible) No larger than 4" horizontal x 2" vertical</p> |
|---|---|

| | |
|--|--|
| Postal Service Contact (name, address, telephone) | |
| Station Date(s) | |
| Sponsor | |
| Station Name | |
| Complete Street Address or PO Box Number | |
| City/State/ZIP+4 code | |

Mail Postmark Requests to:

| | |
|---|--|
| Station Name | |
| Addressee Name (usually "Postmaster") | |
| Complete Street Address or PO Box 9998 | |
| City/State/ZIP+4 Code | |



POSTAL NEWS

SAMPLE MEDIA ADVISORY

[NAME] JOINS [NAME OF POSTAL SERVICE OFFICIAL] IN DEDICATING RONALD REAGAN STAMP AT [LOCATION] FEB. 9

- What: [NAME OF DIGNITARY] joins [NAME OF COMMUNITY POSTMASTER OR OTHER POSTAL SERVICE OFFICIAL] in dedicating the *Ronald Reagan* commemorative postage stamp.
- When: Wednesday, Feb. 9 at [TIME, INCLUDING EASTERN, CENTRAL, PACIFIC, ETC.]
- Where: [NAME OF BUILDING]
[STREET ADDRESS]
[CITY, STATE AND FIVE-DIGIT ZIP CODE]
- Who: [NAME OF DIGNITARY]
[NAME OF POSTMASTER OR OTHER POSTAL SERVICE OFFICIAL]
[OTHER DIGNITARIES]
- Media Note: Provide the following information:
- Media access (sign-in table, etc.)
 - A description of the event layout (distance from the podium to media, etc.)
 - Location/description of media sign-in table
- Members of the media planning to attend must RSVP [NAME] by 3 p.m. [TIME ZONE] Feb. 9.
- Contacts: USPS: [POSTMASTER/PUBLIC AFFAIRS AND COMMUNICATIONS CONTACT, OFFICE TELEPHONE, CELL NUMER, AND E-MAIL ADDRESS]

###

Sample Stamp Dedication Speech

[POSTAL SERVICE OFFICIAL'S NAME AND TITLE]

United States Postal Service

Ronald Reagan Stamp First-Day-of-Issuance Dedication Ceremony

February 9, 2005

[CITY, STATE]

Thank you for joining us for today's event. **[OPTIONAL: ADD A BRIEF COMMENT ABOUT HOW THIS LOCATION RELATES TO RONALD REAGAN]**

I also want to thank all of our special guests for joining us in beautiful [CITY/TOWN/LOCATION/TYPE OF SETTING].

In particular, I'm glad that our good friend, [NAME OF ELECTED OFFICIAL], is here, along with [ANY OTHER INDIVIDUALS THAT SHOULD BE RECOGNIZED].

[OPTIONAL: PROVIDE A SHORT DESCRIPTION OF THIS INDIVIDUAL'S RELATIONSHIP TO REAGAN.]

Thank you, [NAME], for joining us.

Ladies and gentlemen, I am honored to be here representing the United States Postal Service® at today's dedication of the *Ronald Reagan* stamp.

I think it's a great pairing. The United States Postal Service, which was created for one simple purpose — to help every American communicate — is honoring the man who was known by his fellow Americans as the Great Communicator.

I can't help but think that President Reagan — looking down from his Rancho del Cielo (pronounced see-AY-low) — is smiling about that.

If I were a betting man, I'd say it's the same unforgettable smile that brings so much life and so much heart to the stamp we are unveiling here today.

And I believe that smile — the famous Reagan smile — was the secret of his success as a communicator. It radiated confidence. It signaled that he believed in himself and in us — his fellow countrymen. Through that confidence and shared belief, we knew that we could achieve great things.

And we did.

Together, as a nation, we recaptured our confidence and emerged into a new morning.

And on that morning in America, we stood astride history and we changed its course.

Of course, that took more than just a smile. It took an unwavering conviction in the justness of our cause. It took an unparalleled belief that change was inevitable. Above all, it took an unshakeable faith in the goodness of our people.

That was Ronald Reagan.

[PAUSE]

It is only fitting that, with the stamp we dedicate today, we add to the honors earned by this exceptional man.

After all, Ronald Reagan understood a great deal about the power of stamps to share his ideas, his hopes, and his dreams with thousands of Americans.

As a communicator, he understood the value of the written word — the handwritten word. Perhaps that's why he wrote — and mailed — more than 10,000 letters during his incredible lifetime.

His correspondents were the young and the old. They were the sung and they were the unsung. They were those who life had gifted and those who worked so hard to share in our nation's bounty.

And we were fortunate enough to learn about some of them. In doing that, we learned so much about the man we celebrate today.

We learned about his quiet sense of humor from the seventh grader who wrote to the President asking for federal relief funds.

Why?

[PAUSE]

Because the boy's mother had declared his room a federal disaster area.

[PAUSE FOR LAUGHTER]

The President tactfully wrote back, suggesting that the young man start a private volunteer program to address the problem.

[PAUSE FOR LAUGHTER]

The President also wrote to thousands of other Americans — people he'd never even met. But he believed they deserved to hear, first hand, from their President.

To some, if they seemed down on their luck, he might send a little money. One time, the person didn't cash the check, because it was from the President.

[PAUSE]

When he found out, he immediately sent along another check.

Then, of course, there was Rudy, a 6-year-old the President met when he visited a Washington, D.C. school. They corresponded for years.

"I know you work very hard. I do, too. But we have a lot of fun writing to each other," Rudy wrote in 1984.

And the President was never too busy to share some wonderful advice with his young pen pal. "If you get in the habit of reading," he wrote, "you'll never be lonely."

No matter how difficult the issues he faced — whether as President of the United States or simply as one man — Ronald Reagan never lost sight of the power of the written word.

Not surprisingly, he chose a letter — a handwritten letter — to tell us that he was stepping out of the spotlight, that he was leaving the public stage.

Only a letter could touch us so immediately, so warmly, and so deeply. And it was a mark of his special relationship with each one of us that President Reagan chose such a personal way to tell us.

I know, as does everyone here today, that we will never say "goodbye" to Ronald Reagan.

His belief in each of us, his faith in this great nation, and his unbridled vision of that shining city upon the hill are too strong to ever fade away.

So, it is our hope, that with this stamp — in this small way — we can remember and honor a great American, President Ronald Wilson Reagan.

[PAUSE]

Now, I'd like to ask our platform guests to join me in front of the drape.

Ladies and gentlemen, on behalf of the United States Postal Service and the American people, it is my pleasure to officially dedicate the *Ronald Reagan* commemorative stamp.

[Unveil stamp and pose for photos]

###



POSTAL NEWS

FOR IMMEDIATE RELEASE
[INSERT DATE]

Contact: [INSERT YOUR NAME]
[INSERT YOUR PHONE NUMBER]
Internet: www.usps.com

SAMPLE NEWS RELEASE

[Use this as a guide for creating your “day of” event news release. Use past tense and include information such as crowd turnout, activities associated with the event, etc.]

[NAME] POST OFFICE HOSTS RONALD REAGAN STAMP DEDICATION

[CITY, STATE] — During a special ceremony today, [NAME OF LOCAL ELECTED OFFICIAL] joined [POSTAL SERVICE OFFICIAL NAME AND TITLE] to dedicate the *Ronald Reagan* commemorative postage stamp.

The event — honoring the nation’s 40th President — took place today at the [NAME OF TOWN POST OFFICE OR OTHER LOCATION] as part of a nationwide first-day-of-issuance ceremony.

“The United States Postal Service® is honoring the man who was known by his fellow Americans as the Great Communicator,” said [POSTAL SERVICE OFFICIAL’S NAME] in delivering [HIS/HER] remarks.

“As a communicator, Ronald Reagan understood the value of the written word — the handwritten word. Perhaps that’s why he wrote and mailed more than 10,000 letters during his incredible lifetime.

“The famous Reagan smile reflected in the stamp’s image radiated confidence,” [POSTAL SERVICE OFFICIAL’S LAST NAME] said. “It signaled that he believed in himself and in us, his fellow countrymen. Through that confidence and shared belief, we knew that we could achieve great things.”

[INSERT QUOTE FROM ELECTED OFFICIAL HERE].

It is the tradition of the Postal Service™ to honor prominent Americans with a stamp no sooner than 10 years after their death. The single exception to this policy is for a United States president, who may be honored with a postage stamp on the first birth anniversary following death. Reagan, who served as our 40th President, from 1981 until 1989, was born on February 6, 1911.

Current U.S. stamps, as well as a free comprehensive catalog, may be ordered online at the Postal Store, www.usps.com/shop; through the USA Philatelic catalog by toll-free telephone order by calling 800-STAMP-24; or via fax at 816-545-1212. In addition, custom-framed prints of original stamp art are available at www.postalartgallery.com.

Since 1775, the U.S. Postal Service® has connected friends, families, neighbors and businesses by mail. An independent federal agency, the Postal Service makes deliveries to more than 142 million addresses every day and is the only service provider to deliver to every address in the nation. The Postal Service receives no taxpayer dollars for routine operations, but derives its operating revenues solely from the sale of postage, products and services. With annual revenues of \$69 billion, it is the world’s leading provider of mail and delivery services, offering some of the most affordable postage rates in the world. Moreover, today’s postage rates will remain stable until at least 2006. The U.S. Postal Service delivers more than 46 percent of the world’s mail volume — some 206 billion letters, advertisements, periodicals and packages a year — and serves seven million customers each day at its 37,000 retail locations nationwide.

###

Stamp Subject Selection Criteria

Include the following Stamp Subject Selection Criteria and Citizens' Stamp Advisory Committee fact sheets with your "day of" news release press kit. If available, also include biographies of event principals.

The U.S. Postal Service® and the members of the Citizens' Stamp Advisory Committee (CSAC) have set certain basic criteria used in determining the eligibility of subjects for commemoration on U.S. stamps and stationery. These criteria were first formulated about the time of Postal Reorganization in the early 1970s, and have been refined and expanded gradually since then.

Following are the 12 major areas now guiding subject selection:

1. It is a general policy that U.S. postage stamps and stationery primarily will feature American or American-related subjects.
2. No living person may be honored by portrayal on U.S. postage.
3. Commemorative stamps or postal stationery items honoring individuals usually will be issued on, or in conjunction with, significant anniversaries of their birth, but no postal item will be issued sooner than 10 years after the individual's death. The only exception to the 10-year rule is the issuance of stamps honoring deceased U.S. presidents. They may be honored with a memorial stamp on the first birth anniversary following death.
4. Events of historical significance will be considered for commemoration only on anniversaries in multiples of 50 years.
5. Only events, persons, and themes of widespread national appeal and significance will be considered for commemoration. Events, persons, or themes of local or regional significance may be recognized by a philatelic or special postal cancellation, which may be arranged through the local postmaster.
6. Stamps or stationery items will not be issued to honor fraternal, political, sectarian, or service/charitable organizations. Stamps or stationery will not be issued to promote or advertise commercial enterprises or products. Commercial products or enterprises might be used to illustrate more general concepts related to American culture.
7. Stamps or stationery items will not be issued to honor cities, towns, municipalities, counties, primary or secondary schools, hospitals, libraries, or similar institutions. Due to the limitations placed on annual postal programs and the vast number of such locales, organizations, and institutions in existence, it would be difficult to single out any one for commemoration.
8. Requests for observance of statehood anniversaries will be considered for commemorative postage stamps only at intervals of 50 years from the date of the state's first entry into the Union. Requests for observance of other state-related or regional anniversaries will be considered only as subjects for postal stationery, and again only at intervals of 50 years from the date of the event.
9. Stamps or stationery items will not be issued to honor religious institutions or individuals whose principal achievements are associated with religious undertakings or beliefs.
10. Semipostal stamps are designed to raise funds for causes determined to be in the national public interest and appropriate. Semipostal stamps are sold for a price above their postage value. The differential between the sales price and the postage value of semipostal stamps consists of an amount (less a deduction for the Postal Service's reasonable costs) to be given to other executive agencies to support specified causes. The Postal Service issues semipostals in accordance with the Stamp Out Breast Cancer Act and the Semipostal Authorization Act.
11. Requests for commemoration of universities and other institutions of higher education will be considered only for stamped cards and only in connection with the 200th anniversaries of their founding.

12. No stamp will be considered for issuance if one treating the same subject has been issued in the past 50 years. The only exceptions to this rule are traditional themes such as national symbols and holidays.

Ideas for stamp subjects that meet the criteria may be addressed to:

Citizens Stamp Advisory Committee
co Stamp Development
US Postal Service
1735 North Lynn St Ste 5013
Arlington VA 22209-6432

Subjects should be submitted at least 3 years in advance of the proposed date of issue to allow sufficient time for consideration and, for design and production, if the subject is approved.

The selection of subjects for U.S. postage stamps and stationery is a difficult task, since only a limited number of new commemorative items can be issued annually. To help in this selection process, the postmaster general established the Citizens' Stamp Advisory Committee (CSAC) over 40 years ago. Members are appointed to the committee by the postmaster general. They reflect a wide range of educational, artistic, historical, and professional expertise.

Once a subject is approved, the Postal Service relies heavily on design coordinators for the selection of artists who will execute the designs. Stamp designing is an unusual art form requiring exacting skill in portraying a subject within very small dimensions. Due to the demands of stamp design and reproduction requirements, it is our policy not to review nor accept unsolicited artwork.

The Citizens' Stamp Advisory Committee

The U.S. Postal Service® is proud of its role in portraying the American experience to a world audience through the issuance of postage stamps and stationery. The public suggests almost all subjects chosen to appear on U.S. postage stamps and stationery. Each year, Americans submit proposals to the Postal Service™ on literally thousands of different topics, and every stamp suggestion receives equal consideration, regardless of who makes it or how it is presented. (*Note: Suggestions must be submitted in writing.*)

On behalf of the postmaster general, the Citizens' Stamp Advisory Committee (CSAC) evaluates the merits of all stamp proposals. Established in 1957, the committee provides the Postal Service with a breadth of judgment and depth of experience in various areas that influence subject matter, character, and beauty of postage stamps.

The committee's primary goal is to select subjects for recommendation to the postmaster general that are both interesting and educational. In addition to the Postal Service's extensive line of regular stamps, the committee recommends approximately 25 new subjects for commemorative stamps each year. The wishes and desires of all Postal Service customers influence stamp selections. A good mix of subjects, both interesting and educational, is essential to the stamps program of the U.S. Postal Service.

The postmaster general appoints committee members, who serve at his discretion. The committee is composed of 15 members whose backgrounds reflect a wide range of educational, artistic, historical, and professional expertise. All share an interest in philately and the needs of the mailing public. The committee itself employs no staff. The Postal Service's Stamp Development group handles committee administrative matters, maintains records, and responds to as many as 50,000 stamp subject and design recommendations annually.

The committee meets four times yearly in rotating locations. At the meetings, the members review all proposals received since the previous meeting. Proponents are not permitted to attend committee meetings. The members also review and provide guidance on artwork and designs for stamp subjects scheduled for issuance. The criteria established by this independent group ensure that stamp subjects stand the test of time, are consistent with public opinion, and have broad national interest.

Stamp Selection Process

Stamp subject and design suggestions must meet selection criteria and submitted *in writing* to:

Citizens Stamp Advisory Committee
co Stamp Development
US Postal Service
1735 North Lynn St Ste 5013
Arlington VA 22209-6432

Submit subject or design suggestions at least 3 years in advance of the proposed date of issue to allow sufficient time for consideration, design, and production, if the subject is approved.

Stamp proposals must be submitted in writing to the CSAC (i.e., stamped cards, letters, or petitions) to allow everyone the same opportunity to suggest a new stamp subject or design.

After a proposal's evaluation is complete and deemed to meet selection criteria, research is done on the proposed stamp subject. The committee's agenda for its next meeting will list all new proposals received since their last meeting. The committee considers all new proposals and will either reject the new proposal or set it aside for future consideration. If set aside for future consideration, the subject is filed and presented for periodic review by the committee.

If approved for issuance, proponents of the subject or design are advised when a general announcement is made to the public. While the Postal Service relies heavily upon the Citizens' Stamp Advisory Committee, it has the exclusive and final authority to determine both subject matter and designs for U.S. postage stamps and stationery.

Stamp Artwork

To purchase artwork of the *Ronald Reagan* commemorative stamp, including poster-sized enlargements, color transparencies, and color prints, contact:

Victor Pulupa
Dodge Color
4827 Rugby Ave Ste 100
Bethesda MD 20814-3028
E-mail: victor@dodgecolor.com
Telephone: 301-656-0025 x 212
Fax: 301-656-0435

Please plan ahead and allow enough time for production and shipping.

Government Relations Contacts

Your Government Relations representatives can assist you in contacting and inviting elected officials to participate in your event.

Alphabetical State/Representative Listing

Area code and prefix for all extensions is 202-268-XXXX

| | | |
|----------------|-------------------|--------|
| Alabama | Laurie Solnik | x 3743 |
| Alaska | Linda Macasa | x 3750 |
| American Samoa | Linda Macasa | x 3750 |
| Arizona | Gerald Kreienkamp | x 3744 |
| Arkansas | Gerald Kreienkamp | x 3744 |
| California | Bill Weagley | x 3745 |
| Connecticut | Jo Waterman | x 6748 |
| Colorado | Gerald Kreienkamp | x 3744 |

*Ronald Reagan Stamp First-Day-of-Issuance Ceremony**Publicity Kit*

| | | |
|----------------------|-------------------|--------|
| Delaware | Jo Waterman | x 6748 |
| District of Columbia | Rebecca Sumner | x 3755 |
| Florida | Laurie Solnik | x 3743 |
| Georgia | Bill Weagley | x 3745 |
| Guam | Linda Macasa | x 3750 |
| Hawaii | Linda Macasa | x 3750 |
| Idaho | Linda Macasa | x 3750 |
| Illinois | Talaya Simpson | x 7839 |
| Indiana | Annie Kennedy | x 7505 |
| Iowa | Annie Kennedy | x 7505 |
| Kansas | Gerald Kreienkamp | x 3744 |
| Kentucky | Paul Harrington | x 6029 |
| Louisiana | Gerald Kreienkamp | x 3744 |
| Maine | Kathy Sitterle | x 6027 |
| Maryland | Rebecca Sumner | x 3755 |
| Massachusetts | Jo Waterman | x 6748 |
| Michigan | Talaya Simpson | x 7839 |
| Minnesota | Annie Kennedy | x 7505 |
| Mississippi | Laurie Solnik | x 3743 |
| Missouri | Annie Kennedy | x 7505 |
| Montana | Linda Solnik | x 3743 |
| Nebraska | Gerald Kreienkamp | x 3744 |
| Nevada | Linda Macasa | x 3750 |
| New Hampshire | Jo Waterman | x 6748 |
| New Jersey | Jo Waterman | x 6748 |
| New Mexico | Gerald Kreienkamp | x 3744 |
| New York | Kathy Sitterle | x 6027 |
| North Carolina | Bill Weagley | x 3745 |
| North Dakota | Annie Kennedy | x 7505 |
| Ohio | Paul Harrington | x 6029 |
| Oklahoma | Gerald Kreienkamp | x 3744 |
| Oregon | Linda Macasa | x 3750 |
| Pennsylvania | Rebecca Sumner | x 3755 |
| Puerto Rico | Kathy Sitterle | x 6027 |
| Rhode Island | Jo Waterman | x 6748 |
| South Carolina | Linda Macasa | x 3750 |
| South Dakota | Annie Kennedy | x 7505 |
| Tennessee | Linda Macasa | x 3750 |
| Texas | Gerald Kreienkamp | x 3744 |
| Utah | Gerald Kreienkamp | x 3744 |
| Vermont | Kathy Sitterle | x 6027 |
| Virgin Islands | Kathy Sitterle | x 6027 |
| Virginia | Paul Harrington | x 6029 |
| Washington | Linda Macasa | x 3750 |
| West Virginia | Paul Harrington | x 6029 |
| Wisconsin | Talaya Simpson | x 7839 |
| Wyoming | Gerald Kreienkamp | x 3744 |

Public Affairs and Communications Field Contacts

For publicity assistance, contact the Public Affairs and Communications manager serving your area.

Earl Artis Jr
Manager Public Affairs and Communications
Southeast Area US Postal Service
225 North Humphrey Blvd 5th Fl
Memphis TN 38166-0832
Telephone: 678-442-6018

Jim Mruk
Manager Public Affairs and Communications
Great Lakes Area/US Postal Service
244 Knollwood Dr 4th Fl
Bloomington IL 60117-2208
Telephone: 630-539-6565

Scott Budny
Manager Public Affairs and Communications
Western Area US Postal Service
1745 Stout St Ste 1075
Denver CO 80299-7500
Telephone: 303-313-5130

Paul Smith
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Eastern Area US Postal Service
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Philadelphia PA 19197-0593
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New York NY 10199-9681
Telephone: 212-330-3167

Darla Stafford
Manager Public Affairs and Communications
Southwest Area US Postal Service
7800 N Stemmons Freeway Ste 450
Dallas TX 75247-4220
Telephone: 214-819-8717

Debra Hawkins
Manager Public Affairs and Communications
Northeast Area US Postal Service
6 Griffin Rd N
Windsor CT 06006-9876
Telephone: 860-285-7265

Deborah Yackley
Manager Public Affairs and Communications
Capital Metro Operations
16501 Shady Grove
Gaithersburg MD 20898-9998
Telephone: 301-548-1465

Domestic Mail

DMM REVISION

Three-Digit Scheme Bundle Preparation for Periodicals, Standard Mail, and Bound Printed Matter Flats

Effective January 6, 2005, *Domestic Mail Manual* (DMM®) Modules E, L, M, and P are revised to add the 3-digit scheme bundle option to the mail preparation standards for automated flat sorting machine (AFSM) 100-compatible flat-size mail for Periodicals, Standard Mail®, and Bound Printed Matter (BPM) mailings. Effective April 18, 2005, mailers electing to prepare AFSM 100-compatible flats under DMM M930 and M940 will be required to prepare 3-digit scheme packages.

As with 5-digit scheme (DMM L007) bundle preparation (implemented January 2003), 3-digit scheme bundle preparation is reserved only for mailing jobs that consist entirely of mailpieces that meet the dimension, weight, and flexibility criteria for the AFSM 100 in DMM C820.2.0. Mailing jobs containing any flat-size pieces not meeting the dimension, weight, and flexibility criteria for the AFSM 100 may not be prepared using 5-digit or 3-digit scheme bundle preparation.

In lieu of preparing individual 3-digit bundles, the 3-digit scheme gives mailers the option to prepare presort destination bundles of flats in groups of 3-digit ZIP Codes™ specified by the Postal Service™. This is consistent with the processing of multiple ZIP Codes within the same incoming secondary operation on the AFSM 100. Three-digit scheme bundles of flats are prepared using new DMM L008.

Mailers choosing to prepare 3-digit scheme bundles must prepare them for all possible combinations in the mailing job when required due to volume and density. There is no requirement to group pieces by individual 3-digit ZIP Codes within a 3-digit scheme bundle. Three-digit scheme bundles require a single minimum for presort eligibility as follows:

- Periodicals – 6 addressed pieces for 3-digit rate eligibility.
- Standard Mail – 10 pieces for 3/5 rate eligibility.
- BPM – 10 pieces for Presorted rate.

Destination Sectional Center Facility (DSCF) rates and discounts apply to Standard Mail, Periodicals, and BPM items that are part of a 3-digit scheme combination when deposited at a Sectional Center Facility (SCF), or USPS-designated facility, and are addressed for delivery within the service area of the facility where deposited,

including when part of a 3-digit scheme combination in L008.

Bundles (i.e., each mailpiece within a bundle) must be labeled using the optional endorsement line (OEL) “SCH 3-DIGIT ###” (see DMM M013). Three-digit scheme bundles are palletized or sacked (as appropriate), including on 3-digit pallets and in 3-digit sacks, using the “label to” ZIP Code in the OEL, in the same manner as individual 3-digit bundles. Sacks or pallets are not labeled using L008, only bundles.

Periodicals mailers may choose to prepare “low-volume” 3-digit scheme bundles when the publisher determines that such preparation improves service. Pieces in such low-volume 3-digit scheme bundles must be claimed at the applicable basic rate.

Mailers must perform address matching using CASS-certified address-matching software before presorting to ensure correct 5-digit ZIP Codes and accurate scheme bundles. See DMM A950.

Presort Accuracy Verification and Evaluation Certification

The Postal Service plans to offer tests for Presort Accuracy Verification and Evaluation (PAVE) certification as an option, but will not require the use of PAVE-certified software with the palletization standards in revised DMM M045.3.0. For information on PAVE testing and certification, contact the National Customer Support Center (NCSC) at 800-238-3150.

Mailers with questions regarding scheme bundle preparation should go to the Post Office™ where they enter mailings. Postal Service employees with questions should contact their district manager of business mail entry.

We will incorporate these revisions into the printed version of DMM 59 and into the online version available via Postal Explorer® at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

| | | | | | |
|----------|--------------------|---|---|---|---|
| | * | * | * | * | * |
| E | Eligibility | | | | |
| | * | * | * | * | * |

E200 Periodicals
* * * * *

E220 Presorted Rates
* * * * *

2.0 RATES
* * * * *

2.2 3-Digit Rates
Subject to M045, M210, or M900, 3-digit rates apply to:
* * * * *

[Revise 2.2b to read as follows:]
b. Nonletter-size pieces in 5-digit scheme (L007), 5-digit, 3-digit scheme (L008), and 3-digit bundles of six or more addressed pieces each, placed in 3-digit sacks; or 3-digit scheme, and 3-digit bundles of six or more addressed pieces each, prepared under M045, M920, M930, or M940.
* * * * *

E240 Automation Rates
* * * * *

2.0 RATE APPLICATION
* * * * *

2.2 3-Digit Rates
3-digit automation rates apply to:
* * * * *

[Revise 2.2b to read as follows:]
b. Flats in 3-digit scheme, and 3-digit bundles of six or more pieces each, prepared under M045, M820, or M900.
* * * * *

E250 Destination Entry
* * * * *

3.0 DESTINATION SECTIONAL CENTER FACILITY (DSCF)
* * * * *

3.2 General Eligibility
[Revise 3.2 to read as follows:]
Addressed pieces meeting the standards in 1.0 and 3.0 are eligible for DSCF discounts when deposited at an SCF (or USPS-designated facility) and addressed for delivery within the service area of the facility, including when part of a 3-digit scheme combination in L008.
* * * * *

E600 STANDARD MAIL
* * * * *

E620 Presorted Rates
* * * * *

2.0 RATES
* * * * *

2.3 3/5 Rates
The 3/5 rate applies to qualifying pieces if they are presented:
* * * * *

b. For flat-size pieces (see C050.3.0):
[Revise 2.3b(1) to read as follows:]
(1) In a 5-digit scheme (under M950) and 5-digit bundle of 10 or more pieces, or 15 or more pieces, as applicable; in a 3-digit scheme (under M950) or 3-digit bundle of 10 or more pieces; placed in a 5-digit scheme (under M920), 5-digit, or 3-digit sack containing at least 125 pieces or 15 pounds of pieces.
* * * * *

[Revise 2.3b(3) to read as follows:]
(3) When palletized under M045 or M920, M930, or M940, in a 5-digit scheme (under M950) and 5-digit bundle of 10 or more pieces, or 15 or more pieces, as applicable; in a 3-digit scheme (under M950) and 3-digit bundle of 10 or more pieces.
* * * * *

E640 Automation Rates
1.0 REGULAR AND NONPROFIT RATES
* * * * *

1.5 Rate Application—Flats
Automation rates apply to each piece that is sorted under M045, M820, or M900 into the corresponding qualifying groups:

[Revise item 1.5a to read as follows:]
a. Pieces in 5-digit scheme and 5-digit bundles of 10 or more pieces, or 15 or more pieces, as applicable, or in 3-digit scheme and 3-digit bundles of 10 or more pieces qualify for the 3/5 automation rate.
* * * * *

E650 Destination Entry
* * * * *

[Revise the title of 6.0 to read as follows:]

6.0 DSCF RATES

* * * * *

6.2 Eligibility

[Revise 6.2 to read as follows:]

Pieces meeting the standards in 1.0 through 4.0 and 6.0 are eligible for DSCF rates when deposited at an SCF (or USPS-designated facility); are addressed for delivery within that facility's service area, including when 3-digit scheme combination in L008; and are placed in or on other than an ADC, AADC, mixed ADC, or mixed AADC tray or sack, or BMC sack or pallet (as permitted by the standards for the rate claimed). Pieces prepared in 5-digit bundles and placed in or on a merged 5-digit scheme, merged 5-digit, or 5-digit scheme sack or pallet, that is deposited at the destination delivery unit as defined in 7.0 are eligible for the DSCF rate.

* * * * *

E700 Package Services

* * * * *

E750 Destination Entry

* * * * *

E752 Bound Printed Matter

* * * * *

3.0 DESTINATION SECTIONAL CENTER FACILITY (DSCF) RATES

3.1 General Eligibility

Pieces in a mailing meeting the standards in 1.0, 3.0, and 5.0 through 7.0 are eligible for the DSCF rate when they meet all of the following conditions:

* * * * *

[Revise 3.1c to read as follows:]

- c. Are addressed for delivery to one of the 3-digit ZIP Codes served by the facility, or are part of a 3-digit scheme combination in L008.

* * * * *

L Labeling Lists

L000 General Use

* * * * *

[Add new L008 to read as follows:]

L008 3-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles

L008 describes the 3-digit scheme sortation list for automation rate (see M820) and cobundled automation and

Presorted rate (see M950) Periodicals and Standard Mail flat-size pieces and Presorted rate Bound Printed Matter (BPM) flat-size pieces that meet the AFPM 100 criteria under C820.2.0. Pieces within scheme bundles are processed in the same operation and therefore are not required to be prepared in individual 3-digit bundles.

When the 3-digit scheme sort is used, mail for the 3-digit ZIP Codes shown in Column A must be combined in bundles for all combinations for which mail exists and density dictates. All 3-digit scheme bundles must include the appropriate OEL under M013, which must contain only the 3-digit ZIP Code listed in Column B. The city and state is provided as information only.

| Column A Destination ZIP Codes | Column B Label Bundle To |
|-----------------------------------|-----------------------------|
| 006, 007, 008, 009 | SAN JUAN PR 006 |
| 010, 011, 013 | SPRINGFIELD MA 010 |
| 014, 015, 017 | CENTRAL MA 015 |
| 018, 019 | MIDDLESEX-ESX MA 018 |
| 020, 023 | BROCKTON MA 023 |
| 021, 022 | BOSTON MA 021 |
| 027, 028, 029 | PROVIDENCE RI 028 |
| 045, 048 | PORTLAND ME 045 |
| 063, 064, 065 | SOUTHERN CT 064 |
| 077, 087 | MONMOUTH NJ 077 |
| 078, 079 | WEST JERSEY NJ 079 |
| 080, 081, 082, 083, 084 | SOUTH JERSEY NJ 080 |
| 085, 086 | TRENTON NJ 085 |
| 100, 101, 102 | NEW YORK NY 100 |
| 110, 111, 113, 114 | QUEENS NY 110 |
| 112, 116 | BROOKLYN NY 112 |
| 117, 118 | MID ISLAND NY 117 |
| 120, 121, 122, 123 | ALBANY NY 120 |
| 124, 125, 127 | MID-HUDSON NY 125 |
| 130, 131, 132 | SYRACUSE NY 130 |
| 140, 141 | BUFFALO NY 140 |
| 144, 145, 146 | ROCHESTER NY 144 |
| 172, 178 | HARRISBURG PA 172 |
| 180, 181, 183 | LEHIGH VALLEY PA 180 |
| 182, 186, 187 | LEHIGH VALLEY PA 182 |
| 184, 185, 188 | SCRANTON PA 184 |
| 201, 226, 227 | DULLES VA 201 |
| 206, 207 | SOUTHERN MD 207 |
| 208, 209 | SUBURBAN MD 208 |
| 210, 211 | LINTHICUM MD 210 |
| 212, 219 | BALTIMORE MD 212 |
| 215, 267 | CUMBERLAND MD 215 |
| 220, 221, 222, 223 | NORTHERN VA 220 |
| 224, 225 | RICHMOND VA 224 |
| 228, 229, 244 | CHARLOTTESVILLE VA 229 |
| 230, 231 | RICHMOND VA 230 |
| 233, 234, 235, 236, 237 | NORFOLK VA 233 |
| 238, 239 | RICHMOND VA 238 |
| 240, 241, 243 | ROANOKE VA 240 |
| 250, 251, 253 | CHARLESTON WV 250 |
| 262, 264, 265 | CLARKSBURG WV 262 |
| 270, 272, 273 | GREENSBORO NC 270 |

| Column A Destination ZIP Codes | Column B Label Bundle To |
|-----------------------------------|-----------------------------|
| 275, 276, 277, 285 | GREENSBORO NC 285 |
| 287, 289 | ASHEVILLE NC 287 |
| 290, 291, 292 | COLUMBIA SC 290 |
| 303, 311 | ATLANTA GA 303 |
| 299, 313, 314 | SAVANNAH GA 313 |
| 304, 315, 320, 322 | JACKSONVILLE FL 320 |
| 326, 344 | GAINESVILLE FL 326 |
| 307, 373, 374 | CHATTANOOGA TN 373 |
| 328, 329, 347 | ORLANDO FL 328 |
| 331, 332 | MIAMI FL 331 |
| 334, 349 | WEST PALM BCH FL 334 |
| 335, 336, 346 | TAMPA FL 335 |
| 339, 341 | FT MYERS FL 339 |
| 350, 351 | BIRMINGHAM AL 350 |
| 355, 359 | BIRMINGHAM AL 355 |
| 370, 371 | NASHVILLE TN 370 |
| 377, 378, 379 | KNOXVILLE, TN 377 |
| 390, 391 | JACKSON MS 390 |
| 434, 435, 436 | TOLEDO OH 434 |
| 463, 464 | GARY IN 463 |
| 465, 466 | SOUTH BEND IN 465 |
| 467, 468 | FT WAYNE IN 467 |
| 484, 485 | FLINT MI 484 |
| 486, 487 | SAGINAW MI 486 |
| 490, 491 | KALAMAZOO MI 490 |
| 493, 494, 495 | GRAND RAPIDS MI 493 |
| 541, 542 | GREEN BAY WI 541 |
| 600, 602 | PALATINE IL 600 |
| 601, 603 | CAROL STREAM IL 601 |
| 710, 711, 712 | SHREVEPORT LA 710 |
| 713, 714 | SHREVEPORT LA 713 |
| 720, 721 | LITTLE ROCK AR 720 |
| 733, 787 | AUSTIN TX 787 |
| 740, 741, 743 | TULSA OK 740 |
| 750, 754 | NORTH TX 750 |
| 752, 753 | DALLAS TX 752 |
| 770, 772 | HOUSTON TX 770 |
| 773, 774, 775 | NORTH HOUSTON TX 773 |
| 776, 777 | BEAUMONT TX 776 |
| 780, 781, 782, 788 | SAN ANTONIO TX 780 |
| 786, 789 | AUSTIN TX 786 |
| 850, 852, 853 | PHOENIX AZ 852 |
| 856, 857 | TUCSON AZ 856 |
| 870, 871, 875, 880 | ALBUQUERQUE NM 870 |
| 894, 895, 961 | RENO NV 894 |
| 900, 901 | LOS ANGELES CA 900 |
| 906, 907, 908 | LONG BEACH CA 907 |
| 917, 918 | INDUSTRY CA 917 |
| 919, 920 | SAN DIEGO CA 920 |
| 926, 927 | SANTA ANA CA 926 |
| 932, 933 | BAKERSFIELD CA 932 |
| 939, 950, 951 | SAN JOSE CA 950 |
| 940, 943, 944 | SAN FRANCISCO CA 940 |
| 945, 948 | OAKLAND CA 945 |
| 946, 947 | OAKLAND CA 946 |

| Column A Destination ZIP Codes | Column B Label Bundle To |
|-----------------------------------|-----------------------------|
| 952, 953 | STOCKTON CA 952 |
| 967, 968 | HONOLULU HI 967 |

* * * * *

M Mail Preparation and Sortation

M000 General Preparation Standards

M010 Mailpieces

M011 Basic Standards

TERMS AND CONDITIONS

* * * * *

1.2 Presort Levels

Terms used for presort levels are defined as follows:

* * * * *

[Revise item 1.2p to read as follows:]

- p. *3-digit scheme (automation letters):* the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in L003.

[Reletter current items q through w as new items r through x, respectively. Add new item q to read as follows:]

- q. *3-digit scheme bundles, for AFSM 100-compatible flats:* the ZIP Code in the delivery address begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in L008.

* * * * *

1.3 Preparation Instructions

For purposes of preparing mail:

* * * * *

[Reletter current items t through ae as new items u through af, respectively. Add new item t to read as follows:]

- t. *A 3-digit scheme sort for AFSM 100-compatible flats* yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in L008. Presorting may be performed using L008 starting January 6, 2005. The 3-digit scheme sort is optional, except under M930 and M940. For M930 and M940, presorting must be performed using L008 by April 18, 2005. Pieces prepared in scheme bundles must meet the AFSM 100 compatibility criteria in C820.2.0. The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 3-digit ZIP Code required. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are still considered 3-digit scheme

sorted and are labeled accordingly. Mailpieces must be labeled using an optional endorsement line (OEL) under M013. Three-digit scheme bundles are placed in 3-digit through Mixed ADC containers, as applicable, using the OEL "label to" 3-digit ZIP Code. Periodicals firm bundles must not be physically combined within 3-digit scheme bundles but can contribute toward the six-piece minimum for rate eligibility.

* * * * *

M013 Optional Endorsement Lines

1.0 USE

1.1 Basic Standards

[Revise text of 1.1 to read as follows:]

An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece of bundles. The OEL must show carrier route information or the type of bundle and ZIP Code information as shown in Exhibit 1.1. Use of OELs on bundles is subject to the standards for the rate claimed. OELs are required with 5-digit scheme and 3-digit scheme bundles. At the mailer's option, pieces in trays of noncarrier route automation letter-size mail may bear OEL information that corresponds to the sortation level of the tray in which the pieces are placed. The ZIP Code for use on OELs must include the 3-digit ZIP Code prefix or 5-digit ZIP Code as required.

Exhibit 1.1 OEL Formats

[Revise Exhibit 1.1 to add 3-digit scheme information:]

| Sortation Level | OEL Example |
|---|-------------|
| * * * * * | |
| 3-Digit Scheme (AFSM 100-compatible flats) H 3-DIGIT 006 | *****SC |
| * * * * * | |

2.0 FORMAT

* * * * *

2.5 ZIP Code Information

* * * * *

Exhibit 2.5 OEL Labeling Lists

* * * * *

[Revise footnote 1 for Periodicals, Standard Mail, and Bound Printed Matter as follows:]

1. For AFSM 100-compatible flats, label according to L007 for optional 5-digit scheme preparation and L008 for optional 3-digit scheme preparation.

* * * * *

M040 Pallets

* * * * *

M045 Palletized Mailings

* * * * *

3.0 PALLET PRESORT AND LABELING

3.1 Periodicals—Bundles, Sacks, or Trays

* * * * *

[Revise introductory text of item h to read as follows:]

- h. 3-Digit (optional). Option not available for 3-digit ZIP Code prefixes marked "N" in L002. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the same 3-digit ZIP Code or the same 3-digit scheme under L008 (for AFSM 100-compatible flats only under C820). Three-digit scheme (L008) bundles are assigned to pallets according to the OEL "label to" 3-digit ZIP Code. Pallet labeling:

* * * * *

3.2 Standard Mail—Bundles, Sacks, or Trays

* * * * *

[Revise introductory text of item g to read as follows:]

- g. 3-Digit (optional). Option not available for 3-digit ZIP Code prefixes marked "N" in L002. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, and/or Presorted rate mail for the same 3-digit ZIP Code or the same 3-digit scheme under L008 (for AFSM 100-compatible flats only under C820). Three-digit scheme (L008) bundles are assigned to pallets according to the OEL "label to" 3-digit ZIP Code. Pallet labeling:

* * * * *

3.3 Package Services Flats—Bundles and Sacks

* * * * *

[Revise introductory text of item h to read as follows:]

- h. 3-Digit (optional). Option not available for 3-digit ZIP Code prefixes marked "N" in L002. Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode for the same 3-digit ZIP Code or the same 3-digit scheme under L008 (for AFSM 100-compatible flats only under C820). Three-digit scheme (L008) bundles are assigned to pallets according to the OEL "label to" 3-digit ZIP Code. Pallet labeling:

* * * * *

M800 All Automation Mail
* * * * *

M820 Flat-Size Mail
1.0 BASIC STANDARDS
* * * * *

[Revise title and text of 1.6 to read as follows:]

1.6 Scheme Bundle Preparation
Pieces meeting the AFSM 100 compatibility criteria in C820.2.0 may be prepared in 5-digit scheme bundles for those 5-digit ZIP Code combinations identified in L007, and in 3-digit scheme bundles for those 3-digit ZIP Code combinations identified in L008. These bundles must meet the additional standards in M011.1.3.

* * * * *

1.9 Exception—Periodicals Preparation
[Revise 1.9 to read as follows:]

As a general exception to 4.1 and 4.2, 5-digit scheme (L007), 5-digit, 3-digit scheme (L008), and 3-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Low-volume 5-digit and 3-digit bundles may be placed in 5-digit scheme (L007), 5-digit, 3-digit, and SCF sacks, as appropriate; or on merged 5-digit scheme (L001), 5-digit scheme, merged 5-digit, 5-digit, 5-digit metro, 3-digit, or SCF pallets, as appropriate. Low-volume 5-digit scheme and 3-digit scheme bundles may be placed in 5-digit scheme, 3-digit, and SCF sacks, as appropriate; or on 3-digit, or SCF pallets, as appropriate. Pieces in such low-volume bundles must be claimed at the basic rate.

* * * * *

4.0 PERIODICALS

4.1 Bundling and Labeling
* * * * *

[Reletter current items c through e as new items d through f. Add new item c to read as follows:]

c. 3-digit scheme (optional); six-piece minimum (fewer permitted under 1.9); OEL required.

* * * * *

5.0 STANDARD MAIL

5.1 Bundling and Labeling
* * * * *

[Reletter current items c through e as new items d through f. Add new item c to read as follows:]

c. 3-digit scheme (optional); 10-piece minimum; OEL required.

* * * * *

6.0 BOUND PRINTED MATTER

6.1 Bundling and Labeling
* * * * *

[Reletter current items c through e as new items d through f. Add new item c to read as follows:]

c. 3-digit scheme (optional); minimum 10 pieces or 10 pounds, maximum weight 20 pounds; OEL required.

* * * * *

M900 Advanced Preparation Options for Flats

* * * * *

M920 Merged Containerization of Bundles Using the City State Product

1.0 PERIODICALS

1.1 Basic Standards
* * * * *

[Revise item a to read as follows:]

a. A carrier route mailing must be part of the mailing job, unless cobundled under M950 utilizing 5-digit scheme (L007) or 3-digit scheme (L008) bundle preparation, and sacked under 1.4.

* * * * *

[Revise item j to read as follows:]

j. For mailings prepared in sacks, firm bundles and 5-digit scheme bundles may not be combined within a 5-digit scheme (L007) bundle or within a 5-digit scheme (L007) sack. A firm bundle can contribute toward the six-piece minimum for rate eligibility and must be placed in a separate individual 5-digit sack under 1.4g to maintain 5-digit rate eligibility. Firm bundles may be placed with 5-digit scheme, 3-digit scheme, and other presort destination bundles in 3-digit, SCF, ADC, and mixed ADC sacks, as appropriate, under 1.4h.

* * * * *

1.3 Low-Volume Bundles in Sacks or on Pallets

[Revise 1.3 to read as follows:]

Carrier route, 5-digit scheme (L007), 5-digit, 3-digit scheme (L008), and 3-digit bundles prepared under M210, M220, M820, or M950 that contain fewer than six pieces may be placed in sacks under 1.4, or placed on pallets under 1.5 as follows:

- a. Low-volume carrier route, 5-digit, 3-digit scheme, and 3-digit bundles may be placed in carrier routes, merged 5-digit scheme (L001), 5-digit scheme carrier routes, merged 5-digit, 5-digit carrier routes, 5-digit, 3-digit, and SCF sacks, as appropriate, or on merged 5-digit scheme (L001), 5-digit scheme carrier routes, 5-digit scheme, merged 5-digit, 5-digit carrier routes, 5-digit, 5-digit metro, 3-digit, or SCF pallets, as appropriate. Pieces in such low-volume bundles must be claimed at the applicable basic rate.
- b. Low-volume 5-digit scheme bundles may be placed in 5-digit scheme (L007), 3-digit, and SCF sacks, or on 3-digit, or SCF pallets, as appropriate. Pieces in such low-volume bundles must be claimed at the applicable basic rate.

* * * * *

1.5 Pallet Preparation and Labeling

* * * * *

[Revise introductory text of item h to read as follows:]

- h. *3-Digit*. Optional. Option not available for 3-digit ZIP Code prefixes marked "N" in L002. May contain carrier route rate, automation rate, and Presorted rate mail, including 3-digit scheme (L008) bundles (automation and cobundled automation and Presorted rate pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the OEL "label to" 3-digit ZIP Code.

* * * * *

2.0 STANDARD MAIL

2.1 Basic Standards

[Revise item a to read as follows:]

- a. A carrier route mailing must be part of the mailing job, unless cobundled under M950 utilizing 5-digit scheme (L007) or 3-digit scheme (L008) bundle preparation and sacked under 1.4.

* * * * *

2.5 Pallet Preparation and Labeling

* * * * *

[Revise introductory text of item g to read as follows:]

- g. *3-Digit*. Optional. Option not available for 3-digit ZIP Code prefixes marked "N" in L002. May contain

carrier route rate, automation rate, and Presorted rate mail, including 3-digit scheme (L008) bundles (automation and cobundled automation and Presorted rate pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the OEL "label to" 3-digit ZIP Code.

* * * * *

M930 Merged Palletization of Bundles Using a 5% Threshold

1.0 PERIODICALS

1.1 Basic Standards

[Revise introductory text to read as follows:]

Five-digit scheme bundles (under L007) must be prepared, and effective April 18, 2005, 3-digit scheme bundles (under L008) must also be prepared. Five-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from an automation rate mailing and 5-digit bundles from a Presorted rate mailing (including pieces cobundled under M950) may be placed on the same pallet as carrier route bundles under the following conditions:

* * * * *

1.5 Pallet Preparation and Labeling

* * * * *

[Revise introductory text of item h to read as follows:]

- h. *3-Digit*. Optional. Option not available for 3-digit ZIP Code prefixes marked "N" in L002. May contain carrier route rate, automation rate, and Presorted rate mail, including 3-digit scheme (L008) bundles (automation and cobundled automation and Presorted rate pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the OEL "label to" 3-digit ZIP Code.

* * * * *

2.0 STANDARD MAIL

2.1 Basic Standards

[Revise introductory text to read as follows:]

Five-digit scheme bundles (under L007) must be prepared, and effective April 18, 2005, 3-digit scheme bundles (under L008) must also be prepared. Five-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from an automation rate mailing and 5-digit bundles from a Presorted rate mailing (including pieces cobundled under M950) may be placed on the same pallet as carrier route bundles under the following conditions:

* * * * *

2.4 Pallet Preparation and Labeling

* * * * *

[Revise introductory text of item g to read as follows:]

g. *3-Digit*. Optional. Option not available for 3-digit ZIP Code prefixes marked "N" in L002. May contain carrier route rate, automation rate, and Presorted rate mail, including 3-digit scheme (L008) bundles (automation and cobundled automation and Presorted rate pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the OEL "label to" 3-digit ZIP Code.

* * * * *

M940 Merged Palletization of Bundles Using the City State Product and a 5% Threshold

1.0 PERIODICALS

1.1 Basic Standards

[Revise introductory text to read as follows:]

Five-digit scheme bundles (under L007) must be prepared, and effective April 18, 2005, 3-digit scheme bundles (under L008) must also be prepared. Five-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from an automation rate mailing and 5-digit bundles from a Presorted rate mailing (including pieces cobundled under M950) may be placed on the same pallet as carrier route bundles under the following conditions:

* * * * *

1.5 Pallet Preparation and Labeling

* * * * *

[Revise introductory text of item h to read as follows:]

h. *3-Digit*. Optional. Option not available for 3-digit ZIP Code prefixes marked "N" in L002. May contain carrier route rate, automation rate, and Presorted rate mail, including 3-digit scheme (L008) bundles (automation and cobundled automation and Presorted rate pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the OEL "label to" 3-digit ZIP Code.

* * * * *

2.0 STANDARD MAIL

2.1 Basic Standards

[Revise introductory text to read as follows:]

Five-digit scheme bundles (under L007) must be prepared, and effective April 18, 2005, 3-digit scheme bundles (under L008) must also be prepared. Five-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from an automation rate mailing and 5-digit bundles from a Presorted rate mailing (including pieces

cobundled under M950) may be placed on the same pallet as carrier route bundles under the following conditions:

* * * * *

2.4 Pallet Preparation and Labeling

* * * * *

[Revise introductory text of item g to read as follows:]

g. *3-Digit*. Optional. Option not available for 3-digit ZIP Code prefixes marked "N" in L002. May contain carrier route rate, automation rate, and Presorted rate mail, including 3-digit scheme (L008) bundles (automation and cobundled automation and Presorted rate pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the OEL "label to" 3-digit ZIP Code.

* * * * *

M950 Cobundling Automation Rate and Presorted Rate Pieces

* * * * *

2.0 PERIODICALS

2.1 Basic Standards

[Revise introductory text to read as follows:]

Mailers may choose to cobundle (see M011) automation rate and Presorted rate flat-size pieces as an option to the basic bundling requirements in M210 and M820. Mailing jobs consisting entirely of AFSM 100-compatible pieces meeting the criteria in C820.2.0 may be prepared in 5-digit scheme bundles using L007 and 3-digit scheme bundles using L008. 5-digit scheme and 3-digit scheme bundles must also meet the additional standards in M011.1.3. Mailing jobs prepared using the 5-digit scheme and/or 3-digit scheme bundle option must be sacked under M920 or palletized under M920, M930, or M940. All bundles are subject to the following conditions:

* * * * *

2.2 Bundle Preparation

* * * * *

[Reletter current items d through f as new items e through g. Add new item d to read as follows:]

d. 3-digit scheme (optional under M920; required effective April 18, 2005, under M930 and M940); six-piece minimum (fewer permitted under 2.3); OEL required.

* * * * *

2.3 Low-Volume Bundles in Sacks or on Pallets

[Revise 2.3 to read as follows:]

As a general exception to 2.2, 5-digit scheme (L007), 5-digit, 3-digit scheme (L008), and 3-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Low-volume 5-digit and 3-digit bundles may be placed in 5-digit scheme (L007), 5-digit, 3-digit, and SCF sacks, as appropriate, or on merged 5-digit scheme (L001), 5-digit scheme, merged 5-digit, 5-digit, 5-digit metro, 3-digit, or SCF pallets, as appropriate. Low-volume 5-digit scheme and 3-digit scheme bundles may be placed in 5-digit scheme, 3-digit, and SCF sacks, as appropriate, or on 3-digit, or SCF pallets, as appropriate. Pieces in such low-volume bundles must be claimed at the applicable basic rate.

* * * * *

3.0 STANDARD MAIL

3.1 Basic Standards

[Revise introductory information in 3.1 to read as follows:]

Mailers may choose to cobundle (see M011) automation rate and Presorted rate flat-size pieces as an option to the basic bundling requirements in M610 and M820. Mailing jobs consisting entirely of AFSM 100-compatible pieces meeting the criteria in C820.2.0 may be prepared in 5-digit scheme bundles using L007 and 3-digit scheme bundles using L008. Five-digit scheme and 3-digit scheme bundles must also meet the additional standards in M011.1.3. Mailing jobs prepared using the 5-digit scheme and/or 3-digit scheme bundle option must be sacked under M920 or palletized under M920, M930, or M940. All bundles are subject to the following conditions:

* * * * *

3.2 Bundle Preparation

* * * * *

[Reletter current items c through e as new items d through f. Add new item c to read as follows:]

- c. 3-digit scheme (optional); 10-piece minimum; OEL required.

* * * * *

4.0 BOUND PRINTED MATTER

4.1 Basic Standards

[Revise 4.1 to read as follows:]

Mailers may choose to cobundle (see M011) Presorted rate flat-size with and without a barcode, as an option to the

basic bundling requirements in M722 and M820, subject to the following conditions:

- a. The pieces in the Presorted rate mailing qualifying for and claiming the barcoded discount and the pieces in the Presorted rate mailing must be part of the same mailing job and reported on the same postage statement.
- b. The mailing job must consist entirely of AFSM 100-compatible pieces meeting the criteria in C820.2.0, and may be prepared in 5-digit scheme bundles using L007 and 3-digit scheme bundles using L008.
- c. Cobundled pieces must be cosacked under M910 or palletized under M045.
- d. A separate minimum of 300 Presorted rate pieces qualifying for and claiming the barcoded discount and a separate minimum of 300 Presorted rate pieces are required. The combined total number of pieces qualifying for and claiming the barcoded discount and the Presorted rate must be used to meet the minimum volume requirements for bundles and sacks.
- e. Presorted rate pieces must contain a 5-digit barcode and be cobundled with Presorted rate pieces qualifying for and claiming the barcoded discount for the same presort destination.
- f. Unless presented using an approved manifest mailing system under P910, Presorted rate pieces qualifying for and claiming the barcoded discount and Presorted rate pieces for each presort destination must be sorted so that only one physical bundle for each logical presort destination includes both Presorted rate pieces qualifying for the barcoded discount (containing a ZIP+4 or delivery point barcode) and Presorted rate pieces (containing a 5-digit barcode).

* * * * *

4.2 Bundle Preparation

* * * * *

[Reletter current items c through e as new items d through f. Add new item c to read as follows:]

- c. 3-digit scheme (optional); minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; OEL required.

* * * * *

P Postage and Payment Methods

P000 Basic Information

P010 General Standards
* * * * *

P012 Documentation
* * * * *

2.0 STANDARDIZED DOCUMENTATION—FIRST-CLASS MAIL, PERIODICALS, STANDARD MAIL, AND FLAT-SIZE BOUND PRINTED MATTER
* * * * *

2.2 Format and Content
For First-Class Mail, Periodicals, Standard Mail, and flat-size Bound Printed Matter, standardized documentation includes:

- * * * * *
- c. For mail in trays or sacks, the body of the listing reporting these required elements:
* * * * *

(3) Depending on mail preparation: ***

[Revise item (d) in c(3) to read as follows:]

(d) group destination for each 5-digit ZIP Code in 5-digit scheme bundles and each 3-digit ZIP Code in 3-digit scheme bundles (Periodicals, Standard Mail, and Bound Printed Matter flats).

* * * * *

[Revise item c(4) to read as follows:]

(4) Separate columns for each rate reported in the mailing, with pieces reported in the appropriate column, and a running total of pieces mailed that is continuous for each mailing (group information either in ZIP Code order and by sortation level or

by sortation level and within each sortation level, by ZIP Code; report trays and sacks on pallets by pallet level and destination; include all information required in 2.2c for mail in trays or sacks). Pieces prepared in 5-digit scheme bundles (Periodicals, Standard Mail, and Bound Printed Matter flats) must be listed by individual 5-digit ZIP Code within the 5-digit scheme bundle. Pieces prepared in 3-digit scheme bundles (Periodicals, Standard Mail, and Bound Printed Matter flats) must be listed by individual 3-digit ZIP Code within the 3-digit scheme bundle. Document SCF or BMC pallets created as a result of bundle reallocation under M045.4.0 or 5.0 on the USPS Qualification Report by designating the protected pallet with an identifier of "PSCF" (for an SCF pallet) or "PBMC" (for a BMC pallet). These identifiers are required only on the USPS Qualification Report; they are not required on pallet labels or on any other mailing documentation.

* * * * *

2.4 Sortation Level

* * * * *

| Sortation Level | Abbreviation |
|-----------------|--------------|
| * * * * * | * * * * * |

[Revise entry for 3-Digit Scheme to read as follows:]

| | |
|---|-----------|
| 3-Digit Scheme [barcoded letters, barcoded, and cobundled flats] | 3DGS |
| * * * * * | * * * * * |

— Mailing Standards,
Pricing and Classification, 1-6-05

DMM REVISION

Applying for News Agent Registry

Effective January 6, 2005, *Domestic Mail Manual* (DMM®) E213.1.6 is revised to clarify that applicants for Periodicals news agent registry must submit with the application a listing of the publishers, corresponding titles, and publication numbers for the qualifying Periodicals publications distributed by the applicant.

We will incorporate these revisions into the printed version of DMM 59 and into the monthly update of the online DMM available via Postal Explorer® at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

* * * * *

E Eligibility

* * * * *

E200 Periodicals

E210 Basic Standards
* * * * *

E213 Periodicals Mailing Privileges

1.0 ORIGINAL ENTRY APPLICATION
* * * * *

1.6 News Agent Registry
To apply for news agent registry:
* * * * *

mailing are entitled to Periodicals rates, and that the copies are sent to actual subscribers or other news agents for sale or distribution to requesters. The evidence provided in support of the application must include a listing of the publishers, the corresponding titles, and the publication numbers for the qualifying Periodicals publications.

* * * * *

— *Mailing Standards, Pricing and Classification, 1-6-05*

[Revise item b to read as follows:]

- b. Evidence must be given to the postmaster at the mailing office that copies of publications offered for

DMM REVISION

Parcel Select Exhibit ZIP Code Deletions

Effective January 6, 2005, *Domestic Mail Manual* (DMM®) E751 Exhibit 8.0 is corrected to delete six ZIP Codes™. Now that these ZIP Codes have been deleted from this exhibit, drop shipments for these six ZIP Codes must be deposited at the locations specified in the Drop Shipment Product maintained by the National Customer Support Center (NCSC) in order to be eligible for destination delivery unit (DDU) discount rates. For more information about the entry standards, please refer to DMM E751.1.1c.

We will incorporate this revision into the printed version of DMM 59 and into the monthly update of the online DMM available via Postal Explorer® at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

* * * * *

E Eligibility
* * * * *

E700 Package Services
* * * * *

E750 Destination Entry

E751 Parcel Select
* * * * *

8.0 DELIVERY FACILITIES DIFFERENT FROM THOSE IN THE DROP SHIPMENT PRODUCT
* * * * *

Exhibit 8.0 Delivery Facilities Different From Those in the Drop Shipment Product
* * * * *

[Revise Exhibit E751.8.0 by deleting ZIP Code entries 02115, 02116, 02138, 02139, 02163, and 02215 for Massachusetts.]
* * * * *

— *Operational Requirements and Integration, Operations, 1-6-05*

Fraud Alert

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.

| | | | | | | | | | | | | |
|---------------|--------|--------|---------------|--------|--------|---------------|---------------|--------|--------|---------------|--------|---------------|
| 005449 | 020524 | 060772 | 088545 | 108480 | 131281 | 177041 | 271051 | 314628 | 322468 | 330745 | 402950 | 482220 |
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— Product Information Requirements, Product Development, 1-6-05

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.

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| 010 504 1932 to 010 504 1999 | 025 729 1643 to 025 729 1799 | 041 803 6565 to 041 803 6599 | 072 045 9641 to 072 045 9699 |
| 011 582 1889 to 011 582 1899 | 026 492 3180 to 026 492 3199 | 043 205 5922 to 043 205 5999 | 077 999 4001 to 077 999 4090 |
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| 851 209 9880 to | 9899 | 870 491 4812 to | 4849 | | | | |

Missing, Lost, or Stolen Canadian 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. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first 9 digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

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| 000 000 001 to | 702 104 368 to 4 900 | 709 649 804 to 9 820 | 719 869 731 to 9 760 |
| 692 600 000 | 702 128 306 to 8 400 | 709 733 281 to 3 580 | 720 227 871 to 7 930 |
| 692 720 871 to 0 900 | 702 179 891 to 9 900 | 710 046 813 to 6 840 | 720 227 949 to 7 960 |
| 692 876 955 to 7 050 | 702 260 751 to 0 850 | 710 358 093 to 8 166 | 720 368 543 to 8 570 |
| 693 290 380 to 0 400 | 702 410 595 to 1 050 | 710 358 257 to 8 270 | 720 392 151 to 2 570 |
| 693 290 426 to 0 450 | 702 660 151 to 0 540 | 711 021 501 to 1 510 | 720 556 491 to 6 640 |
| 694 063 700 to 3 897 | 702 723 429 to 3 450 | 711 049 411 to 9 560 | 720 558 621 to 8 650 |
| 694 063 900 to 4 000 | 703 004 401 to 4 820 | 711 408 045 to 8 090 | 720 575 361 to 5 570 |
| 694 550 501 to 0 530 | 703 083 819 to 4 020 | 712 003 381 to 3 650 | 720 590 152 to 0 179 |
| 694 595 031 to 5 050 | 703 432 131 to 2 230 | 712 104 220 to 4 230 | 721 638 331 to 9 170 |
| 694 595 087 to 5 300 | 703 626 061 to 6 090 | 712 327 861 to 7 890 | 721 815 391 to 5 420 |
| 694 698 551 to 8 650 | 703 863 121 to 3 240 | 712 327 952 to 7 980 | 721 969 713 to 9 740 |
| 694 745 458 to 5 600 | 703 863 477 to 3 540 | 712 647 061 to 7 090 | 722 072 137 to 2 160 |
| 695 105 313 to 5 350 | 703 867 801 to 7 980 | 713 284 171 to 4 260 | 722 378 265 to 8 280 |
| 695 142 809 to 3 050 | 704 030 628 to 0 640 | 713 292 871 to 2 990 | 722 413 990 to 4 004 |
| 695 144 666 to 4 700 | 704 154 024 to 4 120 | 714 035 101 to 5 160 | 722 764 948 to 4 980 |
| 695 272 601 to 2 750 | 704 227 561 to 7 829 | 714 155 011 to 5 400 | 722 825 840 to 5 889 |
| 695 277 576 to 7 650 | 704 227 831 to 8 069 | 714 328 231 to 8 440 | 723 153 841 to 3 850 |
| 695 530 761 to 0 800 | 704 228 071 to 8 100 | 714 442 952 to 2 980 | 723 237 616 to 7 630 |
| 696 487 701 to 7 800 | 704 420 344 to 0 490 | 714 562 843 to 2 860 | 723 331 081 to 1 110 |
| 696 784 101 to 4 550 | 704 568 751 to 8 990 | 714 590 391 to 0 430 | 723 496 443 to 6 470 |
| 696 870 601 to 0 650 | 704 965 301 to 5 770 | 714 609 811 to 9 930 | 723 967 291 to 7 320 |
| 697 047 501 to 7 600 | 705 116 780 to 6 790 | 714 609 961 to 9 990 | 724 655 196 to 5 340 |
| 697 052 101 to 2 350 | 705 280 801 to 0 980 | 714 807 181 to 7 240 | 724 711 441 to 1 500 |
| 697 217 251 to 7 400 | 705 475 651 to 6 040 | 714 871 321 to 1 500 | 724 711 538 to 1 560 |
| 697 249 952 to 50 050 | 705 566 127 to 6 280 | 714 928 529 to 8 590 | 724 793 221 to 3 250 |
| 697 414 886 to 4 900 | 705 740 581 to 0 730 | 715 128 183 to 8 330 | 724 908 109 to 8 120 |
| 697 469 606 to 9 700 | 705 782 796 to 2 820 | 715 144 171 to 4 470 | 724 937 461 to 7 670 |
| 697 850 401 to 0 750 | 705 822 271 to 2 480 | 715 197 211 to 7 570 | 725 163 118 to 3 151 |
| 698 098 446 to 8 550 | 706 180 148 to 0 290 | 715 595 910 to 6 180 | 725 202 735 to 2 750 |
| 698 300 251 to 0 300 | 706 184 041 to 4 220 | 715 941 781 to 1 810 | 725 398 591 to 8 800 |
| 698 504 383 to 4 650 | 706 357 861 to 8 190 | 715 962 421 to 2 480 | 725 464 591 to 4 920 |
| 698 533 927 to 4 200 | 706 382 419 to 2 430 | 716 477 396 to 7 430 | 725 475 321 to 5 330 |
| 698 562 268 to 2 400 | 706 628 735 to 8 820 | 716 556 635 to 6 660 | 725 711 057 to 1 070 |
| 699 090 686 to 0 750 | 706 638 211 to 8 420 | 717 083 841 to 3 960 | 725 738 581 to 8 730 |
| 699 752 699 to 2 850 | 706 817 959 to 8 000 | 717 191 648 to 1 690 | 725 981 311 to 1 430 |
| 700 068 473 to 8 500 | 707 034 391 to 4 450 | 717 193 161 to 3 490 | 725 987 835 to 7 880 |
| 700 161 501 to 1 650 | 707 292 636 to 2 660 | 717 228 591 to 8 680 | 726 060 811 to 0 900 |
| 700 202 522 to 2 700 | 707 441 401 to 1 687 | 717 333 902 to 3 950 | 726 391 970 to 2 520 |
| 700 290 275 to 0 300 | 707 441 836 to 1 940 | 717 739 745 to 9 910 | 726 484 771 to 4 800 |
| 700 465 730 to 5 750 | 707 958 541 to 8 570 | 717 884 991 to 5 050 | 726 493 351 to 5 300 |
| 700 561 444 to 1 550 | 707 960 107 to 0 160 | 718 026 171 to 6 290 | 726 504 031 to 4 063 |
| 701 423 101 to 3 150 | 708 059 941 to 60 000 | 718 466 370 to 6 420 | 726 504 070 to 4 090 |
| 701 625 469 to 5 550 | 708 115 830 to 5 860 | 718 568 451 to 8 479 | 726 504 331 to 4 390 |
| 701 643 829 to 3 850 | 708 116 251 to 6 310 | 718 590 741 to 0 770 | 726 563 701 to 4 060 |
| 701 945 451 to 5 500 | 708 138 301 to 8 480 | 718 714 210 to 4 370 | 726 599 371 to 9 460 |
| 702 033 701 to 4 050 | 709 222 591 to 2 920 | 718 795 881 to 6 000 | 726 626 356 to 6 370 |
| 702 051 501 to 1 750 | 709 243 479 to 3 500 | 718 961 721 to 1 780 | 727 182 271 to 2 510 |
| 702 053 601 to 3 800 | 709 411 171 to 1 320 | 718 982 001 to 2 300 | 727 416 181 to 6 240 |

| | | | | | | | | | | | |
|--------------------|-----------|--------------|--------------------|-----------|--------------|--------------------|-----------|--------------|--------------------|-----------|--------------|
| 727 481 431 | to | 1 460 | 735 783 961 | to | 3 990 | 744 234 751 | to | 4 780 | 756 371 565 | to | 1 580 |
| 727 749 241 | to | 9 780 | 735 803 401 | to | 3 430 | 744 499 591 | to | 9 680 | 756 876 031 | to | 6 120 |
| 728 382 331 | to | 2 480 | 736 005 420 | to | 5 440 | 744 626 901 | to | 6 910 | 756 876 151 | to | 6 240 |
| 728 702 338 | to | 2 400 | 736 366 021 | to | 6 110 | 745 388 794 | to | 8 910 | 756 970 129 | to | 0 140 |
| 728 915 371 | to | 5 850 | 736 624 456 | to | 4 500 | 746 446 806 | to | 6 820 | 757 059 613 | to | 9 630 |
| 728 953 141 | to | 3 410 | 736 670 851 | to | 1 060 | 746 818 351 | to | 8 410 | 757 078 540 | to | 8 560 |
| 728 954 280 | to | 4 310 | 736 767 061 | to | 7 090 | 747 245 266 | to | 5 280 | 757 086 209 | to | 6 240 |
| 729 169 081 | to | 9 140 | 736 767 093 | to | 7 120 | 747 364 813 | to | 4 830 | 757 240 591 | to | 0 650 |
| 729 363 841 | to | 3 870 | 736 982 191 | to | 2 370 | 747 501 434 | to | 1 450 | 757 277 371 | to | 7 700 |
| 729 682 891 | to | 3 190 | 736 982 551 | to | 2 730 | 747 739 891 | to | 0 070 | 757 291 591 | to | 2 730 |
| 729 838 940 | to | 9 070 | 737 110 141 | to | 0 170 | 748 148 649 | to | 8 760 | 757 964 251 | to | 4 280 |
| 729 839 101 | to | 9 130 | 737 185 501 | to | 5 710 | 748 259 960 | to | 9 970 | 758 067 001 | to | 7 090 |
| 730 077 683 | to | 7 840 | 737 317 321 | to | 7 350 | 748 565 162 | to | 5 280 | 758 105 221 | to | 5 250 |
| 730 109 847 | to | 9 880 | 737 517 781 | to | 7 840 | 748 874 988 | to | 5 030 | 758 324 941 | to | 5 000 |
| 730 373 761 | to | 3 850 | 737 628 181 | to | 8 210 | 749 137 381 | to | 7 410 | 758 593 628 | to | 3 650 |
| 730 501 951 | to | 2 130 | 737 634 258 | to | 4 270 | 749 190 192 | to | 0 210 | 758 709 038 | to | 9 060 |
| 730 519 379 | to | 9 470 | 738 361 971 | to | 1 980 | 749 685 421 | to | 5 450 | 758 744 101 | to | 4 160 |
| 730 569 278 | to | 9 360 | 738 447 601 | to | 7 660 | 749 846 791 | to | 6 850 | 758 850 883 | to | 0 900 |
| 730 711 711 | to | 1 740 | 738 648 355 | to | 8 450 | 749 993 131 | to | 3 580 | 758 860 951 | to | 1 550 |
| 730 722 991 | to | 3 230 | 738 849 811 | to | 9 900 | 750 071 587 | to | 1 610 | 759 152 851 | to | 2 880 |
| 730 845 970 | to | 5 990 | 738 892 270 | to | 2 290 | 750 408 167 | to | 8 183 | 759 740 941 | to | 1 090 |
| 730 888 291 | to | 8 320 | 738 997 259 | to | 7 380 | 750 438 421 | to | 8 501 | 760 004 596 | to | 4 610 |
| 730 927 591 | to | 7 680 | 739 161 451 | to | 1 540 | 750 743 911 | to | 4 030 | 760 118 191 | to | 8 250 |
| 731 307 914 | to | 7 930 | 739 219 381 | to | 9 440 | 750 779 118 | to | 9 400 | 760 155 001 | to | 5 090 |
| 731 402 431 | to | 2 460 | 739 740 151 | to | 0 180 | 750 910 981 | to | 1 010 | 760 378 002 | to | 8 020 |
| 731 407 232 | to | 7 320 | 739 793 491 | to | 3 520 | 750 960 841 | to | 0 900 | 760 692 722 | to | 2 749 |
| 731 588 301 | to | 8 340 | 739 793 527 | to | 3 550 | 751 296 211 | to | 6 240 | 761 055 460 | to | 5 480 |
| 731 767 273 | to | 7 320 | 739 942 621 | to | 2 650 | 751 539 121 | to | 9 180 | 761 169 781 | to | 9 810 |
| 731 781 061 | to | 1 120 | 739 999 231 | to | 9 320 | 751 541 311 | to | 1 790 | 761 504 941 | to | 5 120 |
| 731 837 821 | to | 7 910 | 740 011 517 | to | 1 530 | 751 757 641 | to | 7 700 | 761 516 836 | to | 6 910 |
| 731 841 377 | to | 1 450 | 740 030 701 | to | 0 970 | 751 936 951 | to | 7 010 | 761 613 588 | to | 3 600 |
| 732 018 481 | to | 8 600 | 740 261 740 | to | 1 820 | 751 951 861 | to | 1 890 | 761 688 631 | to | 8 690 |
| 732 067 972 | to | 8 370 | 740 265 811 | to | 6 290 | 751 999 021 | to | 9 110 | 761 805 199 | to | 5 240 |
| 732 188 649 | to | 8 670 | 740 299 111 | to | 9 170 | 752 139 516 | to | 9 570 | 761 826 106 | to | 6 120 |
| 732 193 460 | to | 3 470 | 740 299 231 | to | 9 260 | 752 182 892 | to | 2 950 | 761 881 171 | to | 1 560 |
| 732 201 241 | to | 1 390 | 740 329 266 | to | 9 320 | 752 206 861 | to | 7 100 | 761 975 641 | to | 5 670 |
| 732 220 431 | to | 0 440 | 740 889 081 | to | 9 090 | 752 295 241 | to | 5 600 | 761 975 886 | to | 5 895 |
| 732 355 201 | to | 5 380 | 741 010 421 | to | 0 530 | 752 731 351 | to | 1 410 | 762 304 144 | to | 4 170 |
| 732 472 320 | to | 2 560 | 741 113 041 | to | 3 370 | 752 767 441 | to | 7 470 | 762 324 931 | to | 4 960 |
| 732 541 605 | to | 1 620 | 741 373 891 | to | 4 340 | 753 008 941 | to | 9 030 | 762 439 261 | to | 9 290 |
| 732 572 221 | to | 2 490 | 741 452 369 | to | 2 490 | 753 194 311 | to | 4 370 | 762 524 158 | to | 4 220 |
| 732 586 479 | to | 6 710 | 741 492 991 | to | 3 140 | 753 620 378 | to | 0 400 | 762 584 872 | to | 4 970 |
| 732 994 037 | to | 4 080 | 741 553 460 | to | 3 470 | 754 013 917 | to | 3 940 | 762 593 431 | to | 3 460 |
| 733 163 449 | to | 3 460 | 741 764 431 | to | 4 520 | 754 161 061 | to | 1 120 | 763 155 160 | to | 5 180 |
| 733 297 171 | to | 7 290 | 742 178 834 | to | 8 880 | 754 358 445 | to | 8 610 | 763 178 631 | to | 8 660 |
| 733 446 631 | to | 7 110 | 742 325 500 | to | 5 520 | 754 410 451 | to | 0 660 | 763 506 001 | to | 6 060 |
| 733 474 665 | to | 4 770 | 742 325 668 | to | 5 700 | 754 438 393 | to | 8 410 | 763 522 141 | to | 2 470 |
| 733 704 482 | to | 4 570 | 742 408 771 | to | 8 830 | 754 493 109 | to | 3 130 | 763 717 694 | to | 7 800 |
| 733 751 041 | to | 1 130 | 742 512 120 | to | 2 150 | 754 664 182 | to | 4 220 | 763 826 461 | to | 6 520 |
| 734 009 101 | to | 9 130 | 742 684 849 | to | 4 890 | 754 816 377 | to | 6 470 | 763 900 460 | to | 0 471 |
| 734 290 759 | to | 0 770 | 742 839 553 | to | 9 630 | 755 487 421 | to | 7 600 | 763 900 479 | to | 0 530 |
| 734 389 273 | to | 9 290 | 742 913 668 | to | 3 700 | 755 592 901 | to | 3 140 | 763 917 271 | to | 7 750 |
| 734 440 031 | to | 0 111 | 742 917 287 | to | 7 296 | 755 790 020 | to | 0 030 | 764 125 801 | to | 5 860 |
| 734 797 201 | to | 7 320 | 742 921 891 | to | 1 980 | 755 791 730 | to | 1 800 | 764 284 525 | to | 4 560 |
| 734 939 611 | to | 9 640 | 742 983 631 | to | 3 810 | 755 926 951 | to | 7 070 | 764 526 241 | to | 6 330 |
| 734 950 111 | to | 0 170 | 743 020 021 | to | 0 170 | 755 934 332 | to | 4 510 | 764 601 421 | to | 1 600 |
| 735 120 331 | to | 0 840 | 743 206 491 | to | 6 500 | 755 957 701 | to | 8 000 | 764 650 231 | to | 0 470 |
| 735 283 008 | to | 3 020 | 743 235 992 | to | 6 050 | 755 962 981 | to | 3 280 | 764 984 371 | to | 4 850 |
| 735 293 131 | to | 3 220 | 743 940 631 | to | 0 900 | 756 035 371 | to | 5 490 | 765 003 667 | to | 3 680 |
| 735 635 010 | to | 5 040 | 743 978 011 | to | 8 070 | 756 301 257 | to | 1 290 | 765 042 517 | to | 2 540 |

| | | | | | | | | | | | |
|-------------|----|-------|--------------------|-----------|--------------|-------------|----|-------|--------------------|----|-------|
| 765 194 728 | to | 4 970 | 769 827 331 | to | 7 450 | 791 057 441 | to | 7 550 | 796 602 961 | to | 3 050 |
| 765 387 365 | to | 7 450 | 770 216 071 | to | 6 100 | 791 239 081 | to | 9 290 | 796 708 441 | to | 8 500 |
| 765 541 801 | to | 2 100 | 770 723 281 | to | 3 400 | 791 374 483 | to | 4 500 | 796 886 281 | to | 6 430 |
| 765 638 461 | to | 8 970 | 770 790 451 | to | 0 480 | 791 387 971 | to | 8 030 | 796 901 701 | to | 2 000 |
| 765 647 101 | to | 7 190 | 770 915 150 | to | 5 490 | 791 447 521 | to | 7 850 | 796 975 466 | to | 5 590 |
| 765 813 781 | to | 4 029 | 771 455 551 | to | 5 610 | 791 451 151 | to | 1 240 | 797 272 917 | to | 2 950 |
| 765 879 314 | to | 9 390 | 771 609 661 | to | 9 690 | 791 500 009 | to | 0 470 | 797 519 441 | to | 9 460 |
| 765 954 001 | to | 4 030 | 771 932 551 | to | 2 580 | 791 771 431 | to | 1 490 | 797 519 731 | to | 0 240 |
| 766 120 286 | to | 0 320 | 772 057 224 | to | 7 440 | 792 004 293 | to | 4 320 | 797 535 181 | to | 5 330 |
| 766 125 716 | to | 5 750 | 772 162 660 | to | 3 070 | 792 018 379 | to | 8 420 | 798 040 053 | to | 0 080 |
| 766 158 824 | to | 8 840 | 772 718 615 | to | 8 640 | 792 070 621 | to | 0 740 | 798 055 813 | to | 5 830 |
| 766 388 433 | to | 8 460 | 772 940 140 | to | 0 160 | 792 145 211 | to | 5 230 | 798 055 891 | to | 5 950 |
| 766 509 421 | to | 9 660 | 772 970 886 | to | 0 940 | 792 391 381 | to | 1 620 | 798 326 371 | to | 6 520 |
| 766 572 901 | to | 3 020 | 773 009 419 | to | 9 430 | 792 452 779 | to | 2 790 | 798 339 167 | to | 9 210 |
| 766 748 500 | to | 8 521 | 773 112 031 | to | 2 060 | 792 772 728 | to | 2 770 | 798 562 411 | to | 2 440 |
| 767 024 341 | to | 4 370 | 773 125 387 | to | 5 410 | 792 903 511 | to | 3 990 | 798 632 461 | to | 2 490 |
| 767 326 471 | to | 6 590 | 773 179 320 | to | 9 410 | 793 282 518 | to | 2 533 | 798 807 151 | to | 7 510 |
| 767 332 561 | to | 2 950 | 773 202 989 | to | 3 140 | 794 041 831 | to | 2 040 | 798 944 761 | to | 5 030 |
| 768 009 841 | to | 9 960 | 773 208 991 | to | 9 290 | 794 397 709 | to | 7 780 | 799 133 191 | to | 3 220 |
| 768 011 489 | to | 1 520 | 773 231 311 | to | 1 340 | 794 581 741 | to | 2 040 | 799 177 626 | to | 7 650 |
| 768 177 980 | to | 7 990 | 773 348 739 | to | 8 940 | 794 592 122 | to | 2 150 | 799 854 751 | to | 5 200 |
| 768 391 081 | to | 1 170 | 773 348 739 | to | 8 940 | 795 032 251 | to | 2 340 | 800 044 320 | to | 4 410 |
| 768 661 569 | to | 1 650 | 773 575 891 | to | 5 950 | 795 796 291 | to | 6 350 | 800 211 901 | to | 2 440 |
| 769 000 051 | to | 0 080 | 773 852 971 | to | 3 030 | 796 070 139 | to | 0 160 | 800 427 530 | to | 7 540 |
| 769 050 841 | to | 0 900 | 790 448 020 | to | 8 460 | 796 143 151 | to | 3 630 | 800 872 741 | to | 2 830 |
| 769 159 081 | to | 9 178 | 790 597 485 | to | 7 530 | 796 169 306 | to | 9 340 | 801 676 681 | to | 7 100 |
| 769 737 496 | to | 7 510 | 790 911 883 | to | 1 900 | 796 373 406 | to | 3 430 | 802 967 821 | to | 7 940 |
| 769 778 491 | to | 8 730 | | | | | | | | | |

— Group2—Mail Theft, Violent Crimes, and Narcotics Investigations,
Postal Inspection Service, 1-6-05

Counterfeit 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 | |

— *Group2–Mail Theft, Violent Crimes, and Narcotics Investigations, Postal Inspection Service, 1-6-05*

Toll-Free Number Available to Verify Canadian Money Orders

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

This toll-free number is printed on the back of the Canadian Postal Money Orders.

— *Group2–Mail Theft, Violent Crimes, and Narcotics Investigations, Postal Inspection Service, 1-6-05*

Overseas Military Mail

Mail addressed to military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO table below outlines these conditions by APO/FPO ZIP Codes™ through the use of footnoted mailing restrictions codes (see the Restrictions page following the table).

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to determine which APO/FPO ZIP Codes are active and

which conditions of mailing apply. **Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO ZIP Codes, toll free, at 800-810-6098, Monday–Friday, 0730–1630.**

For Express Mail Military Service (EMMS) availability, all acceptance clerks must refer to the local hardcopy EMMS directory.

The entry under “Changes” appears in bold in the APO/FPO Table below.

Changes

| APO/FPO | Action | Effective Date | See Restrictions |
|--------------|----------|----------------|------------------------------------|
| APO AE 09350 | Activate | Immediately | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 |

We have eliminated “Not Active” entries from the table below to save space and paper.

APO/FPO Table

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|-------------|---------------------|-------------|---------------------|-------------|-------------------------------------|-------------|-------------------------------------|
| 09003 | A1-B-B1-C-D-P-U-V | 09090 | A1-B-B1-C-D-U | 09177 | A1-B-B1-C-D-U | 09304 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 |
| 09007 | A1-B-B1-C-D-U | 09094 | A1-B-B1-C-D | 09180 | A1-B-B1-C-D-U | | |
| 09009 | A1-B-B1-C-D-U | 09095 | A1-B-B1-C-D-U | 09182 | A1-B-B1-C-D-U | 09305 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 |
| 09012 | A1-B-B1-C-D-U | 09096 | A1-B-B1-C-D-U | 09183 | A1-B-B1-C-D-U | 09306 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 |
| 09013 | A1-B-B1-C-D-U-Z1 | 09099 | A1-B-B1-C-D-U | 09185 | A1-B-B1-C-D-U | | |
| 09014 | A1-B-B1-C-D-U | 09100 | A1-B-B1-C-D-U | 09186 | A1-B-B1-C-D-U | 09307 | A1-B-B1-V-Z1 |
| 09021 | A1-B-B1-C-D-U | 09102 | A1-B-B1-C-D-U | 09211 | A1-B-B1-C-D-U | 09308 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09028 | A1-B-B1-C-D-U | 09103 | A1-B-B1-D-U | 09212 | A1-B-B1-C-D-U-V | 09309 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09031 | A1-B-B1-C-D-U | 09104 | A1-B-B1-C-D-U | 09213 | A1-B-B1-C-D-U | 09310 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09033 | A1-B-B1-C-D-U | 09107 | A1-B-B1-C-D-U | 09214 | A1-B-B1-C-D-U | 09311 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09034 | A1-B-B1-C-D-U | 09110 | A1-B-B1-C-D-U | 09225 | A1-B-B1-C-D-U | 09313 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 |
| 09036 | A1-B-B1-C-D-U | 09112 | A1-B-B1-C-D-U | 09226 | A1-B-B1-C-D-U | 09314 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09042 | A1-B-B1-C-D-U | 09114 | A1-B-B1-C-D-U | 09227 | A1-B-B1-C-D-U | 09315 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 |
| 09045 | A1-B-B1-C-D-U | 09123 | A1-B-B1-C-D-U | 09229 | A1-B-B1-C-D-U | 09316 | A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1 |
| 09046 | A1-B-B1-C-D-U | 09126 | A1-B-B1-C-D | 09237 | A1-B-B1-C-D-U-V | 09317 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 |
| 09050 | A1-B-B1-C-D-U | 09128 | A1-B-B1-C-D-U | 09244 | A1-B-B1-C-D-U | 09318 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 |
| 09053 | A1-B-B1-C-D-U | 09131 | A1-B-B1-C-D-U | 09245 | A1-B-B1-C-D-U | 09320 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09054 | A1-B-B1-C-D-U | 09136 | A1-B-B1-C-D | 09250 | A1-B-B1-C-D-U | 09321 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09056 | A1-B-B1-C-D-U | 09137 | A1-B-B1-C-D-U | 09252 | A1-B-B1-C-D-U | 09325 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 |
| 09058 | A1-B-B1-C-D-U | 09138 | A1-B-B1-C-D-U | 09261 | A1-B-B1-C-D-U | | |
| 09059 | A1-B-B1-C-D-U | 09139 | A1-B-B1-C-D-U | 09262 | A1-B-B1-C-D-U | | |
| 09060 | A1-B-B1-C-D-U | 09140 | A1-B-B1-C-D-U | 09263 | A1-B-B1-C-D-U | | |
| 09063 | A1-B-B1-C-D-L-U | 09142 | A1-B-B1-C-D-U | 09264 | A1-B-B1-C-D-U | | |
| 09067 | A1-B-B1-C-D-U | 09143 | A1-B-B1-C-D-U | 09265 | A1-B-B1-C-D-N-U | | |
| 09069 | A1-B-B1-C-D-U | 09154 | A1-B-B1-C-D-U | 09266 | A1-B-B1-C-D-U | | |
| 09074 | A1-B-B1-C-D-U | 09165 | A1-B-B1-C-D-U | 09267 | A1-B-B1-C-D-U | | |
| 09076 | A1-B-B1-C-D-U | 09166 | A1-B-B1-C-D-U | 09301 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | | |
| 09080 | A1-B-B1-C-D-U | 09169 | A1-B-B1-C-D-U | 09303 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | | |
| 09081 | A1-B-B1-C-D-U | 09172 | A1-B-B1-C-D-U | | | | |
| 09086 | A1-B-B1-C-D-U | 09173 | A1-B-B1-C-D-U | | | | |
| 09089 | A1-B-B1-C-D-U | 09175 | A1-B-B1-C-D-U | | | | |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|--------------|---|-------------|---------------------------------------|-------------|-------------------------------------|-------------|---------------------|
| 09326 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09363 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09395 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09566 | A1-B-V |
| 09327 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09364 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09396 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09567 | A1-B-V |
| 09328 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09365 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09397 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09568 | A1-B-V |
| 09329 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1 | 09366 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09398 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09569 | A1-B-V |
| 09330 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09367 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09399 | A-A1-B-B1-C-F-M-V-Z1 | 09570 | A1-B-V |
| 09331 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09368 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09409 | A1-B-B1-C-C1-U-V | 09573 | A1-B-V |
| 09332 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09370 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09420 | A1-B-B1-C-C1-U | 09574 | A1-B-V |
| 09333 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09371 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09421 | A1-B-B1-C-C1-U | 09575 | A1-B-V |
| 09334 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09373 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09447 | A1-B-B1-C-C1-U-V | 09576 | A1-B-V |
| 09337 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09374 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09454 | A1-B-B1-C-C1-U-V | 09577 | A1-B-V |
| 09338 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09375 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09456 | A1-B-B1-C-C1-U | 09578 | A1-B-V |
| 09339 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09377 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09459 | A1-B-B1-C-C1-U | 09579 | A1-B-V |
| 09340 | A-A1-B-B1-C1-F-R-V | 09378 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09461 | A1-B-B1-C-C1-U | 09581 | A1-B-V |
| 09342 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09379 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09463 | A1-B-B1-C-C1-U | 09582 | A1-B-V |
| 09344 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1 | 09380 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09464 | A1-B-B1-C-C1-U | 09586 | A1-B-V |
| 09345 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09381 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09466 | A1-B-B1-C-C1-U | 09587 | A1-B-V |
| 09346 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09383 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09468 | A1-B-B1-C-C1-U | 09588 | A1-B-V |
| 09347 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09384 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09469 | A1-B-B1-C-C1-U | 09589 | A1-B-B1-V |
| 09348 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09385 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09470 | A1-B-B1-C-C1-U | 09590 | A1-B-V |
| 09350 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09386 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1 | 09494 | A1-B-B1-C-C1-U | 09591 | A1-B-V |
| 09352 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09387 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1 | 09496 | A1-B-B1-C-C1-U-V | 09593 | A1-B-V |
| 09353 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09388 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1 | 09498 | A1-B-B1-C-C1-U | 09594 | A1-B-V |
| 09354 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09389 | A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1 | 09499 | A1-B-B1-C-C1-U | 09595 | A1-B-V |
| 09355 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09390 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09501 | A1-B-V | 09596 | A1-B-V |
| 09356 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09391 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09502 | A1-B-V | 09599 | A1-B-V |
| 09357 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09392 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09503 | A1-B-V | 09601 | A1-B-B1-C-F-F1-U |
| 09358 | A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09393 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09504 | A1-B-V | 09602 | A1-B-B1-C-F-F1-N-U |
| 09359 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09394 | A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1 | 09505 | A1-B-V | 09603 | A1-B-B1-C-F-F1-U |
| 09360 | A1-B-B1-V | | | 09506 | A1-B-V | 09604 | A1-B-B1-C-F-F1-U |
| | | | | 09507 | A1-B-V | 09609 | A1-B-B1-C-F-U |
| | | | | 09508 | A1-B-V | 09610 | A1-B-B1-C-F-U |
| | | | | 09509 | A1-B-V | 09612 | A1-B-B1-C-F-U |
| | | | | 09510 | A1-B-V | 09613 | A1-B-B1-C-F-U-V |
| | | | | 09511 | A1-B-V | 09617 | A1-B-B1-C-F-U |
| | | | | 09517 | A1-B-V | 09618 | A1-B-B1-C-F-U |
| | | | | 09521 | A1-B-V | 09619 | A1-B-B1-C-F-U |
| | | | | 09524 | A1-B-V | 09620 | A1-B-B1-C-F-U |
| | | | | 09532 | A1-B-V | 09621 | A1-B-B1-C-F-U |
| | | | | 09534 | A1-B-V | 09622 | A1-B-B1-C-F-U |
| | | | | 09542 | A1-B-V | 09623 | A1-B-B1-C-F-U |
| | | | | 09543 | A1-B-V | 09624 | A1-B-B1-C-F-U |
| | | | | 09545 | A1-B-V | 09625 | A1-B-B1-C-F-U |
| | | | | 09549 | A1-B-V | 09626 | A1-B-B1-C-F-U |
| | | | | 09550 | A1-B-V | 09627 | A1-B-B1-C-F-U |
| | | | | 09554 | A1-B-B1-V | 09628 | A1-B-B1-C-F-F1-U-V |
| | | | | 09556 | A1-B-V | 09630 | A1-B-B1-C-F-U-V |
| | | | | 09557 | A1-B-V | 09631 | A1-B-B1-C-F-U |
| | | | | 09564 | A1-B-V | 09636 | A1-B-B1-C-F-U |
| | | | | 09565 | A1-B-V | 09642 | A1-B-B1-N-U |
| | | | | | | 09643 | A1-B-B1-U |
| | | | | | | 09644 | A1-B-B1-U |
| | | | | | | 09645 | A1-B-U |
| | | | | | | 09647 | A1-B-B1-N-U |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|-------------|---|-------------|--|-------------|---------------------------------------|-------------|-------------------------|
| 09648 | A1-B-B1-N-U-V-Z1 | 09797 | A1-B-B1-C-D-P-V | 09880 | A-A1-B-B1-C1-E2-F- H1-R-R1-U-V-Z1 | 34098 | A1-B-V |
| 09649 | A1-B-B1-U | 09801 | A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1 | 09889 | A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1 | 34099 | A1-B-V |
| 09701 | A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1 | 09802 | A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z-Z1 | 09890 | A1-B-B1-E2-F-H1-N- R-R1-U2-V-Z1 | 96201 | A-A1-B |
| 09703 | A1-B-B1-C-F1 | 09803 | A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V-Z1 | 09892 | A-A1-B-B1-F-N-R- R1-V-Z1 | 96202 | A-A1-B1-U-V |
| 09704 | A1-B-B1-C-D-V | 09804 | A-A1-B-B1-F-Z1 | 09898 | A1-B-B1-E2-F-H1-R- R1-U2-V-Z1 | 96203 | A-A1-B |
| 09705 | A1-B-B1-U | 09806 | A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1 | 34002 | A1-B-B1-N-U-Z1 | 96204 | A-A1-B-B1 |
| 09706 | A1-B-B1-C-N-U-V | 09807 | A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1 | 34006 | A-A1-B-B1-C1-F1-N- V-Z1 | 96205 | A-A1-B-B1-U |
| 09707 | A1-B-B1-C-N-U-V | 09808 | A-A1-B-B1-C-C1-F-I- V-Z-Z1 | 34007 | A-A1-B-B1-C1-F1-V- Z1 | 96206 | A-A1-B-B1-U |
| 09708 | A1-B-B1 | 09809 | A1-B-B1-E2-E3-F- H1-R-R1-U1-V-Z1 | 34008 | A-A1-B-B1-C1-F1-V- Z1 | 96207 | A-A1-B-B1-V |
| 09709 | A1-B-B1-F1 | 09811 | A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V-Z1 | 34020 | A1-B-B1-M-N-V-Z1 | 96208 | A-A1-B-B1-U |
| 09710 | A1-B-B1-C-C1-F1-M- R-R1-U | 09812 | A1-B-B1-E2-E3-F-F1- I-N-R-U-V-Z-Z1 | 34021 | A1-B-M-N-V-Z1 | 96212 | A-A1-B-B1-U |
| 09711 | A1-B-B1-F1-Z1 | 09814 | A1-B-B1-E2-E3-F-F1- I-N-R-U-V-Z-Z1 | 34022 | A1-B-B1-D-F-M-N-V- Z1 | 96213 | A-A1-B-B1-U |
| 09713 | A1-B-B1-C-F1 | 09819 | A-A1-B-F-P-V-Z1 | 34023 | A1-B-B1-M-N-V-Z1 | 96214 | A-A1-B-B1-U |
| 09714 | A1-B-B1-C-C1-F1-M- R-R1-U | 09821 | A-A1-B-F-V-Z1 | 34024 | A1-B-B1-M-N-V-Z1 | 96215 | A-A1-B-B1-U-V |
| 09715 | A1-B-B1-F1 | 09822 | A-A1-B-F-V-Z1 | 34025 | A1-B-B1-F-N-U-V-Z1 | 96217 | A-A1-B-B1-U-V |
| 09716 | A1-B-B1-C-D-N-U-V | 09823 | A-A1-B-F-V-Z1 | 34030 | A1-B-B1-M-N-V-Z1 | 96218 | A-A1-B-B1-U |
| 09717 | A1-B-B1-M-W | 09824 | A-A1-B-F-V-Z1 | 34031 | A1-B-B1-M-N-V-Z1 | 96219 | A-A1-B-B1-U-V |
| 09718 | A1-B-B1-F-I-N-U-V | 09827 | A-A1-B-F-Z1 | 34032 | A1-B-M-N-V-Z1 | 96220 | A-A1-B-B1-U-V |
| 09719 | A1-B-B1-C-F1-V | 09828 | A1-B-N-V-Z1 | 34033 | A1-B-C-F-M-N-V-Z1 | 96221 | A-A1-B-B1-U-V |
| 09720 | A1-B-B1-U-V | 09830 | A1-B-B1-C-N-V-Z1 | 34034 | A1-B-B1-M-N-V-Z1 | 96224 | A-A1-B-B1-U |
| 09721 | A1-B-B1-N-U-V-Z1 | 09831 | A1-B-B1-F-N-U-V-Z1 | 34035 | A1-B-B1-H-M-N-V-Z1 | 96251 | A-A1-B-B1-U |
| 09722 | A1-B-B1-N-U-V-Z1 | 09832 | A-B-B1-U1-V-Z1 | 34036 | A1-B-M-N-V-Z1 | 96257 | A-A1-B-B1-U |
| 09724 | A1-B-B1-C-C1-F1-M- R-R1-U | 09833 | A1-B-B1-U1-V-Z1 | 34037 | A1-B-B1-C-F-H-I-M- N-V-Z-Z1 | 96258 | A-A1-B-B1-U |
| 09725 | A1-B-B1-C | 09834 | A1-B-B1-V-Z1 | 34038 | A1-B-B1-M-N-V-Z1 | 96259 | A-A1-B-B1-U |
| 09726 | A1-B-B1-N-U | 09835 | A-A1-B-B1-V-Z1 | 34039 | A1-B-N-V-Z1 | 96260 | A-A1-B-B1-U |
| 09727 | A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1 | 09836 | A-A1-B-B1-C-F-M-V- Z1 | 34040 | A1-B-V-Z1 | 96262 | A-A1-B-B1-U |
| 09728 | A1-B-B1-C-F1-U-V | 09837 | A1-B-B1-V-Z1 | 34041 | A1-B-B1-M-N-U-V-Z1 | 96266 | A-A1-B-B1-U |
| 09729 | A1-B-B1-N-U-V | 09838 | A1-B-B1-V-Z1 | 34042 | A1-B-B1-D-F-M-N-V- Z1 | 96267 | A-A1-B-B1-U-V |
| 09730 | A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1 | 09839 | A-A1-B-B1-U-V-Z1 | 34043 | A1-B-B1-D-F-M-N-V- Z1 | 96269 | A-A1-B-B1-U |
| 09731 | A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1 | 09840 | A-A1-B-B1-V-Z1 | 34050 | A1-B-V | 96271 | A-A1-B-B1-U |
| 09732 | A1-B-B1-N-V-Z1 | 09841 | A-A1-B-B1-U-Z1 | 34051 | A1-B-V-Z1 | 96275 | A-A1-B-B1-V |
| 09733 | A1-B-B1-V | 09842 | A-A1-B-B1-Z1 | 34053 | A1-B-V-Z1 | 96276 | A-A1-B-B1 |
| 09735 | A1-B-B1-N-V-Z1 | 09843 | A-A1-B-B1-U-V-Z1 | 34055 | A1-B-N-V-Z1 | 96278 | A-A1-B-B1-U |
| 09736 | A-A1-B-B1-B2-C-C1- D-F-I-M-N-Q-R-R1-T- V-Z-Z1 | 09844 | A-A1-B-B1-U-V-Z1 | 34058 | A1-B-B1-V-Z1 | 96283 | A-A1-B-B1-U |
| 09777 | A-A1-B-B1-C-E1-N | 09852 | A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V-Z1 | 34071 | A1-B-I-M-N-V-Z | 96284 | A-A1-B-B1-U-V |
| 09779 | A-A1-B-B1-F-R-V | 09853 | A1-B-B1-E2-F-H1-R- R1-U2-V-Z1 | 34076 | A1-B-B1-F1-N-V-Z1 | 96297 | A-A1-B-B1-U |
| 09780 | A-A1-B-B1-F-R-V | 09855 | A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1 | 34078 | A1-B-B1-F1-N-V-Z1 | 96306 | A1-B-B1-F-F1-F2-M- W |
| 09788 | A-A1-B-B1-F-R-V | 09858 | A1-B-B1-E2-E3-F- H1-N-R-R1-U1-V-Z1 | 34079 | A1-B-B1-F1-N-V-Z1 | 96309 | A1-B-B1-M-V-W |
| 09789 | A-A1-B-B1-F-R-V | 09865 | A-A1-B-B1-V-Z1 | 34090 | A1-B-V | 96310 | A1-B-B1-M-W |
| 09790 | A-A1-B-B1-C1-F-R-V | 09868 | A-A1-B-B1-U-V-Z1 | 34091 | A1-B-V | 96311 | A1-B-B1-M-W |
| 09791 | A-A1-B-B1-C1-E1-F- M-N-R-V | | | 34092 | A1-B-V | 96313 | A1-B-B1-F-F1-F2-M- W |
| 09793 | A-A1-B-B1-F-R-V | | | 34093 | A1-B-V | 96319 | A1-B-B1-M-W |
| | | | | 34095 | A1-B-V | 96321 | A1-B-B1-F-F1-F2-M- W |
| | | | | | | 96322 | A1-B-B1-F-F1-F2-M- W |
| | | | | | | 96323 | A1-B-B1-M-V-W |
| | | | | | | 96326 | A1-B-B1-M-W |
| | | | | | | 96328 | A1-B-B1-M-W |
| | | | | | | 96330 | A1-B-B1-M-W |
| | | | | | | 96336 | A1-B-B1-M-V-W |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|-------------|---|-------------|---|-------------|---|-------------|---------------------|
| 96337 | A1-B-B1-M-W | 96425 | A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1 | 96553 | A-A1-B-B1-H-M-N-U- V | 96629 | A1-B-V |
| 96338 | A1-B-B1-M-W | | | | | 96634 | A1-B-V |
| 96339 | A1-B-B1-M-V-W | 96426 | A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1 | 96554 | A-A1-B-B1-H-M-U | 96635 | A1-B-V |
| 96343 | A1-B-B1-M-W | | | 96555 | A1-B-B1-F-M-V | 96643 | A1-B-V |
| 96347 | A1-B-B1-F-F1-F2-M- W | 96427 | A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1 | 96557 | A1-B-B1-F-M-V | 96657 | A1-B-V |
| 96348 | A1-B-B1-F-F1-F2-M- W | | | 96595 | A1-B-B1-V | 96660 | A1-B-V |
| 96349 | A1-B-B1-F-F1-F2-M- W | 96490 | A1-B-B1-V | 96598 | A1-B-B1-V | 96661 | A1-B-V |
| | | 96507 | A-A1-B-F-V | 96599 | A1-B-B1-V | 96662 | A1-B-V |
| 96350 | A1-B-B1-F-F1-F2-M- W | 96511 | A1-B-B1-I-N-V | 96601 | A1-B-V | 96663 | A1-B-V |
| | | 96515 | A1-B-B1-F | 96602 | A1-B-V | 96664 | A1-B-V |
| 96351 | A1-B-B1-F-F1-F2-M- W | 96517 | A1-B-B1-F-U3-V | 96603 | A1-B-V | 96665 | A1-B-V |
| | | 96518 | A1-B-B1-V | 96604 | A1-B-V | 96666 | A1-B-V |
| 96362 | A1-B-B1-F-F1-F2-M- W | 96520 | A1-B-F-U3-V | 96605 | A1-B-O-V | 96667 | A1-B-V |
| | | 96521 | A1-B-F-N | 96606 | A1-B-V | 96668 | A1-B-V |
| 96365 | A1-B-B1-M-V-W | 96522 | A1-B-F-N-U | 96607 | A1-B-V | 96669 | A1-B-V |
| 96367 | A1-B-B1-L-M-W | 96530 | A-A1-B-B1-H-M-N-U- V | 96608 | A1-B-V | 96670 | A1-B-V |
| 96368 | A1-B-B1-M-W | | | 96609 | A1-B-V | 96671 | A1-B-V |
| 96370 | A1-B-B1-F-F1-F2-M- W | 96531 | A1-B-B1-H-M-U-V | 96610 | A1-B-V | 96672 | A1-B-V |
| | | 96534 | A-A1-B-F | 96611 | A1-B-V | 96673 | A1-B-V |
| 96372 | A1-B-B1-M-W | 96535 | A-A1-B-B1-F-V | 96612 | A1-B-V | 96674 | A1-B-V |
| 96373 | A1-B-B1-M-W | 96536 | A1-B-B1-V | 96613 | A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1 | 96675 | A1-B-V |
| 96374 | A1-B-B1-M-W | 96537 | A1-B-B1-V | | | 96677 | A1-B-V |
| 96375 | A1-B-B1-M-W | 96538 | A1-B-B1-V | 96614 | A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1 | 96678 | A1-B-V |
| 96376 | A1-B-B1-M-W | 96540 | A1-B-B1-V | | | 96679 | A1-B-V |
| 96377 | A1-B-B1-M-W | 96541 | A1-B-B1-V | 96615 | A1-B-V | 96681 | A1-B-V |
| 96378 | A1-B-B1-M-W | 96542 | A1-B-B1-V | 96616 | A-A1-B-B1-V-Z1 | 96682 | A1-B-V |
| 96379 | A1-B-B1-M-W | 96543 | A1-B-B1-P-V | 96617 | A1-B-V | 96683 | A1-B-V |
| 96384 | A1-B-B1-M-W | 96544 | A1-B-F-U3-V | 96619 | A1-B-V | 96684 | A1-B-V |
| 96386 | A1-B-B1-M-W | 96546 | A1-B-F-U3 | 96620 | A1-B-V | 96686 | A1-B-V |
| 96387 | A1-B-B1-M-W | 96548 | A-A1-B-B1-H-M-U | 96621 | A1-B-V | 96687 | A1-B-V |
| 96388 | A1-B-B1-M-W | 96549 | A-A1-B-B1-H-M-U | 96622 | A1-B-V | 96698 | A1-B-V |
| 96401 | A1-B-B1-F-N-V-Z1 | 96550 | A-A1-B-B1-H-M-U | 96623 | A1-B-V | | |
| 96424 | A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1 | 96551 | A-A1-B-B1-H-M-U | 96624 | A1-B-V | | |
| | | | | 96628 | A1-B-V | | |

RESTRICTIONS

LEGEND

PS Form 2976, *Customs - CN 22 (Old C 1) and Sender's Declaration* (green label)

PS Form 2976-A, *Customs Declaration and Dispatch Note*

| | |
|-------|---|
| AAFES | = Army and Air Force Exchange Service |
| APO | = Army/Air Force Post Office |
| Box R | = Retired military personnel |
| FPO | = Fleet Post Office |
| DMM | = <i>Domestic Mail Manual</i> |
| MOM | = Military Ordinary Mail |
| MPO | = Military Post Office |
| PAL | = Parcel Airlift |
| PSC | = Postal Service Center |
| SAM | = Space Available Mail |
| USDA | = United States Department of Agriculture |

Note: Mail order catalogs are prohibited as SAM or PAL mail.

A. Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.

A1. Mail addressed to "Any Servicemember," or similar wording such as "Any Soldier," "Sailor," "Airman," or "Marine"; "Military Mail"; etc., is prohibited. Mail must be addressed to an individual or job title such as "Commander," "Commanding Officer," etc.

B. PS Form 2976-A is required for all mail weighing 16 ounces or more, with exceptions noted below. In addition, mailers must properly complete required customs documentation when mailing any potentially dutiable mail addressed to an APO or FPO regardless of weight. The following are exceptions to the requirement for customs documentation on nondutiable mail that weighs 16 ounces or more:

- Known mailers are exempt from providing customs documentation on non-dutiable letters, and printed matter weighing 16 ounces or more. (A known mailer is anyone who legally applies a permit imprint to a mailpiece. Mail with meter postage is not considered to be from a known mailer.)
- All federal, state, and local government agencies are exempt from providing customs documentation on mail addressed to an APO or FPO, except for those APOs/FPOs to which restriction B2 applies.
- Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."

B1. PS Form 2976 or 2976-A is required. Articles are liable for customs duty and/or purchase tax unless they are bona fide gifts intended for use by military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer must endorse the customs form, "Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents," under the heading, Description of Contents. **Exceptions:** All other exceptions listed in restriction B above are applicable to this restriction.

B2. All federal, state, and local government agencies must complete customs documentation when sending mail addressed to or from this APO or FPO weighing 16 ounces or more.

C. Cigarettes and other tobacco products are prohibited.

C1. Obscene articles, prints, paintings, cards, films, videotapes, etc., and horror comics and matrices are prohibited.

D. Coffee is prohibited.

E1. Medicines or vaccines not conforming to French laws are prohibited.

E2. Any matter depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited. Although religious materials contrary to the Islamic faith are prohibited in bulk quantities, items for the personal use of the addressee are permissible.

E3. Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and handheld transmitters are prohibited.

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM C024.1.1C. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO ZIP Code does not apply to firearms mailed from this APO/FPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM C024.2.0 and ATF regulations; they do not require an ATF form.

F1. Privately owned weapons addressed to an individual are prohibited in any class of mail.

F2. Importation of firearms is restricted to one shotgun and one single shot .22 caliber rifle per individual.

G. Only First-Class Mail letters, Periodicals, and Standard Mail items are authorized.

H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

H1. Pork or pork by-products are prohibited.

I. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

| | |
|---------------------------|-------------------------------|
| Length | |
| 42" | 72" length and girth combined |
| over 42" to 44" | 24" girth |
| over 44" to 46" | 20" girth |
| over 46" to 48" | 16" girth |
| | Maximum length 48" |

This restriction does not apply to registered mail and official government mail marked MOM.

I1. This restriction does not apply to registered mail.

I2. This restriction does not apply to official government mail marked MOM.

J. Parcels may not exceed 108 inches in length and girth combined.

K. Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."

L. All official mail is prohibited.

M. Fruits, animals, and living plants are prohibited.

N. Registered mail is prohibited.

O. Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail items and certified mail. Other classes of mail are prohibited.

P. APO is used for the receipt and dispatch of official mail only.

Q. Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

R. All alcoholic beverages, including those mailable under DMM C021, are prohibited.

R1. Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.

T. Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

U1. Mail is limited to First-Class Mail weighing 13 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.

U2. Mail is limited to First-Class Mail letters only when addressed to Box R.

U3. Mail is limited to First-Class Mail correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.

V. Express Mail Military Service (EMMS) not available from any origin.

W. Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.

X. Personal mail is limited to First-Class Mail items (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.

Y. Mail is limited to First-Class and Priority Mail items only. All Periodicals, Standard Mail items, and Package Services items (including SAM and PAL) are not authorized. This restriction also applies to official mail.

Z. No outside pieces (OSPs).

Z1. The following restriction is applicable only to International Service Centers (ISC)/Exchange Offices. An Anti-Pilferage Seal (Item No O817E or O818A) is required on all pouches and sacks.

— *International Network Operations,
Network Operations Management, 1-6-05*

What is an endorsement? When Postal Service employees provide favorable comments - in writing, on video, or as conference speakers - about the services or products of a company with whom they have postal business interactions, their comments can be used by the company in its promotional efforts.

ENDORSEMENTS

Why shouldn't you "endorse" companies? Because it violates federal ethics regulations. Under the standards of ethical conduct, a postal employee may not use, or permit the use of, his/her position, title, or any authority associated with his position, to endorse non-postal products, services, or enterprises.

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your shipping
needs.**

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easier.**

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& Insurance



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package pickup



Buy stamps

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www.usps.com

UP 1/1/05 **DOWN** 3/31/05

January 2005

Have You Seen Any of These Missing 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 persons, tell your Postal Service™ supervisor.



Name: Cassandra Sanchez
 Born: 9-10-01
 Date Missing: 3-19-04
 Missing From: Santa Ana, CA



Name: Rosa Sanchez
 Born: 3-4-94
 Date Missing: 3-19-04
 Missing From: Santa Ana, CA



Name: Kyerstin Youngs
 Born: 11-14-99
 Date Missing: 11-24-04
 Missing From: Palm Bay, FL



Name: Kieth Youngs
 Born: 7-8-02
 Date Missing: 11-24-04
 Missing From: Palm Bay, FL



Name: Tina Nicholas
 Born: 10-9-88
 Date Missing: 6-12-04
 Missing From: Walnut, CA



Name: Tiffany Kikuchi
 Born: 1-21-88
 Date Missing: 12-3-04
 Missing From: Redding, 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 (NCMEC).

In addition to *Postal Bulletin* updates, NCMEC distributes information via broadcast fax. Notification of newly reported missing children is sent to designated district "Missing Children" coordinators at fax numbers provided by district managers. Within 24 hours of receipt of a facsimile Missing Children poster, district coordinators should distribute copies to all Postal Service™ facilities in their districts. Missing Children posters are to be displayed for 30 days in Post Office lobbies, workroom floor areas, and other Postal Service facilities, unless notification is received (from NCMEC) to remove a particular poster sooner. The broadcast fax network is used to distribute posters and information in only the most urgent cases of missing and exploited children. This system supplements, but does not replace, the missing children information in this *Postal Bulletin*.

Missing Children posters are available to the U.S. Postal Service® only as described above. If Postal Service employees are contacted by individuals or local agencies about displaying a sign or poster of a missing child in local Post Offices, the individual or agency should be politely informed that the U.S. Postal Service displays only those posters provided by NCMEC, because it has been designated by the U.S. Department of Justice to be the national clearinghouse and resource center for missing and exploited children. The individual or agency should then be referred to NCMEC at 800-843-5678.

If you have any information, or for free prevention tips, please call 800-THE-LOST (800-843-5678).

January 2005

Have You Seen Any of These Missing 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 persons, tell your Postal Service™ supervisor.



Name: Rachel Verrinder
 Born: 2-12-88
 Date Missing: 3-26-04
 Missing From: Rio Rancho, NM



Name: Kaleb Vanhoof
 Born: 4-28-00
 Date Missing: 3-6-04
 Missing From: Bradenton, FL



Name: Martell Odom
 Born: 1-21-89
 Date Missing: 10-14-04
 Missing From: Chicago, IL



Name: Alicia Johnson
 Born: 1-2-88
 Date Missing: 3-12-04
 Missing From: Snowflake, AZ



Name: Medeana Hendershot
 Born: 7-6-89
 Date Missing: 3-10-04
 Missing From: Myrtle Beach, SC



Name: Clee Barney
 Born: 2-1-87
 Date Missing: 9-6-04
 Missing From: Chicago, IL

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 Hot Line 1-800-843-5678
 TDD 1-800-826-7653**

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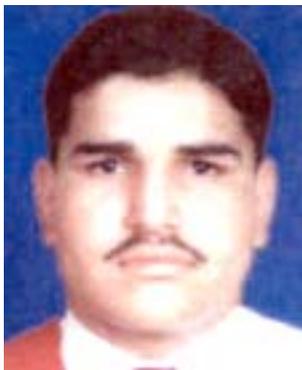
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January 2005

Have You Seen Any of These Missing 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 persons, tell your Postal Service™ supervisor.



Name: Muhammad Akram
Born: 7-22-88
Date Missing: 6-12-04
Missing From: Silver
Spring, MD



**Name: Yesica
Aguila-Briseno**
Born: 10-14-88
Date Missing: 7-22-04
Missing From: Junction City, OR



Name: Hafiz Abdus-Salaam
Born: 6-28-00
Date Missing: 10-4-04
Missing From: Charlotte, NC

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

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If you have any information, or for free prevention tips, please call 800-THE-LOST (800-843-5678).

Domestic Mail (Continued)

DMM REVISION

Parcel Select Exhibit ZIP Code Addition

Effective January 6, 2005, *Domestic Mail Manual* (DMM®) E751 Exhibit 7.0 is corrected to add one ZIP Code™. Now that this ZIP Code has been added to this exhibit, drop shipments for this one ZIP Code must be deposited at the facility listed below in order to be eligible for destination delivery unit (DDU) discount rates. For more information about the entry standards, please refer to DMM E751.1.1c.

We will incorporate this revision into the printed version of DMM 59 and into the monthly update of the online DMM available via Postal Explorer® at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

| | | | | |
|-------------|--------------------------|---|---|---|
| * | * | * | * | * |
| E | Eligibility | | | |
| * | * | * | * | * |
| E700 | Package Services | | | |
| * | * | * | * | * |
| E750 | Destination Entry | | | |
| E751 | Parcel Select | | | |
| * | * | * | * | * |

7.0 DELIVERY FACILITY EXCEPTIONS TO THE “MAJORITY OF CITY CARRIERS” RULE

* * * * *

Exhibit 7.0 Delivery Facility Exceptions to the “Majority of City Carriers” Rule

* * * * *

[Revise Exhibit E751.7.0 by adding the following ZIP Code entry:]

| ZIP Code | Facility Name | Drop Site Key |
|---------------------|---------------|---------------|
| NEW JERSEY 07470 | Wayne | PV11690 |

* * * * *

— *Operational Requirements and Integration, Operations, 1-6-05*

REVISED HANDBOOK

Handbook PO-610, Signature Capture and Electronic Record Management: Manager’s Guide to Standard Operating Procedures

We have revised Handbook PO-610, *Signature Capture and Electronic Record Management: Manager’s Guide to Standard Operating Procedures*. This full revision, dated December 2004, replaces the July 2003 edition.

Handbook PO-610 provides daily policies and procedures that optimize use of the electronic system for all domestic delivery records, and it also provides guidance for scanning activities in association with an electronic record management system. It is intended for use by postmasters, managers, supervisors, and employees who deal with the handling and/or delivery of accountable, signature, and/or special services mail. The guidelines in this handbook do not apply to Army Post Office or Fleet Post Office (APO/FPO) sites, or to any U.S. territories, possessions, or freely

associated states (with the exception of Puerto Rico and the Virgin Islands).

We will incorporate these revisions into the next update of the online version of Handbook PO-610, accessible on the Postal Service™ PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, under “Policies,” click on *PolicyNet*.
- Click on *HBKs*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

Handbook PO-610 is available only online and is not available through the Material Distribution Center.

— *Product Information Requirements,
Product Development, 1-6-05*

Proper ACS Handling Is Key Component of Discover Agreement

Effective January 1, 2005, the Postal Service™ entered into a Negotiated Service Agreement (NSA) with Discover Financial Services (Discover), one of the largest senders of First-Class Mail® items in the world.

This is the Postal Service's second NSA. As with its first NSA with Capital One, Discover will receive pricing incentives in exchange for sending more First-Class Mail items to attract new customers and expand its business. Discover also agrees to take part in the Address Change Service (ACS) program, adapting its systems to accept electronic change-of-address and undeliverable-as-addressed (UAA) information in lieu of receiving physical mailpieces.

The Postal Service expects to gain significant revenue from new First-Class Mail pieces sent by Discover, and to eliminate substantial operational costs by sending electronic notifications instead of physically returning actual mailpieces. However, this cost savings hinges on the proper handling of millions of ACS mailpieces.

Currently, 49 processing and distribution (P&D) plants and the roughly 6,000 delivery units they serve are under the Postal Automated Redirection System (PARS). For these PARS facilities, much of the work of finding and handling ACS mail is performed by automation. Optical character readers in PARS mail processing equipment can read and identify ACS information and can automatically provide electronic notification to the mailer. Noted below are some important tasks associated with this process:

- Clerks and carriers must not mark out or cover up any part of the address or the keyline and ACS Participant Code — i.e., the pound sign (#) plus "B" and six letters placed just above the address block — nor place any extraneous marks in the address block.
- Delivery units must follow established procedures for preparing and dispatching forwardable and return-to-sender (RTS) letter-size mail.
- Each PARS delivery unit must use appropriate separator cards and must dispatch machinable mail to its designated PARS plant.
- Forwardable and ACS nixie mail that is nonmachinable still must flow to the local Computerized Forwarding System (CFS) unit.
- In non-PARS offices, clerks and other employees working in nixie operations must make sure they look

through the undeliverable RTS mailpieces for the ACS Participant Code block — that indicates that the piece is ACS mail.

- In non-PARS offices, employees should direct all undeliverable ACS mail to the CFS.

Please see the card that accompanies this article — it is a quick, easy-to-use guide for properly handling ACS mail.

Thousands of businesses participate in ACS. Each deserves the best possible service we can deliver.

Proper Handling of ACS Mail

Address Change Service (ACS) mail carries special codes and keylines so that participating companies can receive electronic notification if a mailpiece is undeliverable.

Here are important tasks for properly handling ACS mail:

- Follow existing preparation procedures for all return-to-sender (RTS) mail.
- Do not mark out, cover up, or place extraneous marks over the address block.
- Postal Automated Redirection System (PARS) Offices:
 - Use appropriate separator cards and dispatch machinable RTS mail to the designated PARS plant.
 - Send forwardable and ACS nixie mail that is nonmachinable to the designated Computerized Forwarding System (CFS) unit.
- Non-PARS Offices:
 - Look for the ACS Participant Code — i.e., the pound sign (#) plus "B" and six letters placed just above the address block — that indicates the piece is ACS mail.
 - Separate ACS mail from other RTS mail and group the mail by reason for return.
 - Send the ACS mail to the designated CFS unit.

— *Customer Service Support,
Delivery and Retail, 1-6-05*

Employees

Unemployment Insurance Program Goes Paperless

New Electronic Process

The Unemployment Insurance Program at the Postal Service™ has recently gone virtually paperless. This paperless initiative — brought to closure during the last 3 months through a team project involving Compensation, the Eagan Payroll Services Branch, Headquarters Payroll, and the Eagan Information Business Systems Solutions Center (IBSSC) — allows the Postal Service to participate more efficiently with other agencies in the Unemployment Compensation for Federal Employees program. The improved process supports the Transformation Plan through improving claims management and administrative efficiency and thus lowering costs.

In the past, the delays in exchange of information between the Postal Service and the states often resulted in the states' acting on insufficient information and granting inappropriate benefits that were later contested by human resources or labor relations professionals through administrative hearings. The field staff dedicated to claims management — the unemployment insurance state coordinators — found it difficult to monitor claims.

Now state unemployment insurance offices in 46 states, leveraging a computer network already established by the U.S. Department of Labor, electronically transmit to the Postal Service all requests for wage and separation information. Responses for approximately 90 percent of the requests are now handled electronically, without staff intervention. The technology that makes this possible is a mainframe application custom-designed by the IBSSC.

New Procedures for Postal Service Unemployment Insurance Coordinators

For requests that cannot be responded to electronically, the new application automatically generates the paper PS Form 6803, *Wage and Separation Information*. For a separated employee, the Eagan Payroll Services Branch mails the PS Form 6803 to the requesting state and a duplicate

copy to the appropriate Postal Service coordinator. For an active employee, Eagan mails the PS Form 6803 to the Postal Service coordinator only. Headquarters Payroll has updated mailing addresses in the Edit and Validation file. A current listing of Postal Service state unemployment insurance coordinators can also be found at <http://blue.usps.gov/hrisp/comp/paysalary/referencetools.htm> under "Contact Directories."

The View Direct application now has new management reports allowing Postal Service coordinators to view all requests submitted by state agencies as well as to identify those requests for which responses were not handled electronically. These reports are as follows:

- PHE710P1 (standard form ES 931 requests — responses handled electronically).
- PHE720P1 (standard form ES 931A requests — responses handled electronically).
- PHE740P1 (standard form ES 934 requests — responses not handled electronically, but instead require prompt response from the appropriate Postal Service coordinator).

All Postal Service coordinators should regularly review these reports on View Direct and respond promptly to the ES 934 requests (PHE740P1), interacting directly with the appropriate state unemployment insurance office and using the information provided by PS Form 6803.

To gain access to these reports, Postal Service coordinators must submit a PS Form 1357, *Request for Computer Access*, and request "MN CICS View Direct MN03CICV" as well as the "PHE" series of reports. Once access is given, coordinators must use the "view" mainframe verb to see the reports.

— Compensation,
Employee Resource Management, 1-6-05

*RURAL CARRIERS***Equipment Maintenance Allowance Schedule for Rural Routes**

In accordance with provisions of article 9, section 2.J.3 of the Rural Carrier National Agreement, effective January 8, 2005 (Pay Period 02-05), the equipment maintenance allowance (EMA) will increase from 44.5 cents per mile to 46.0 cents per mile, or a minimum of \$18.40 per day, whichever is greater.

Auxiliary Rural Carriers, Rural Carrier Reliefs, Rural Carrier Associates, Rural Carrier Part-Time Flexibles, and Auxiliary Assistance

Employees providing auxiliary assistance or serving auxiliary routes under provisions of article 9, section 2.J.5 receive an EMA of 46.0 cents per mile or \$5.20 per hour, whichever is greater. This EMA should not exceed the amount provided in the special EMA for the route stops and miles.

EMA Rate Schedule

The EMA rate schedule on pages 61–62 supersedes all previously published EMA schedules for employees receiving EMA.

— *Collective Bargaining and Arbitration,
Labor Relations, 1-6-05*

*NOTICE***No Extra Leave Accrual for 27th Pay Period**

Since 27 pay dates fell within calendar year 2004, there are 27 pay periods within the 2004 income tax year. However, this does not affect the leave year. The leave year has only 26 pay periods, and there is no extra leave accrual.

— *Compensation,
Employee Resource Management, 1-6-05*

Finance

REVISED FORM

PS Form 1412, Daily Financial Report

PS Form 1412, *Daily Financial Report* (December 2004), is now available from the Material Distribution Center (MDC). Post Offices™ and postal retail units can order the December 2004 edition of PS Form 1412 from the MDC by using touch tone order entry (TTOE): Call 800-332-0317, option 2.

Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.)

Use the following information to order PS Form 1412:

| | |
|--------------------------------|------------------|
| PSIN: | 7530-07-000-5259 |
| PSN: | PS1412 |
| Unit of Measure: | PD |
| Minimum Order Quantity: | 1 |
| Quick Pick Number: | N/A |
| Bulk Pack Quantity: | N/A |
| Price: | \$1.6366 |

Note: The revised PS Form 1412 appeared in *Postal Bulletin* 22144 (12-23-04, page 61). Offices may reproduce this copy locally until they order and receive the stock from the MDC.

— Revenue and Field Accounting,
Finance, 1-6-05

NOTICE

Form W-5 Renewal for Calendar Year 2005

Employees must renew Form W-5, *Earned Income Credit Advance Payment Certificate*, which allows eligible employees to receive advance payment for their earned income credit, for 2005. All certificates currently in effect expire at the end of the calendar year and must be renewed by submitting a new form as soon as possible.

Note: This article is normally published earlier in the calendar year to coincide with the federal publication of the new Advance Earned Income Credit amounts. However, the release of that information was delayed. Because of this delay, eligible employees must complete a new Form W-5 and submit it to their appropriate Personnel office by no later than January 14, 2005, which is the end of the first week of Pay Period 02. Completion and submission of Form W-5 by that date will help to ensure that the new amounts will be effective as soon as possible in the new calendar year. Internal Revenue Service (IRS) regulations specifically prohibit any retroactive changes or additions to the information submitted on an original Form W-5. Any

changes, corrections, or additions to a Form W-5 require submission of a new form.

Reminder

Personnel offices are reminded that (1) employees are responsible for timely submission of their Form W-5 and (2) IRS regulations mandate that all employers must submit copies of all forms received from their employees. Personnel offices must mail one copy of Form W-5 in a separate envelope marked "PROCESSED W-5 FOR IRS" in the lower left-hand corner of the envelope to:

Eagan Accounting Service Center
Attn Control Section
2825 Lone Oak Pkwy
Eagan MN 55121-9611

The Control Section in Eagan will subsequently forward the forms to the IRS.

— Payroll Accounting,
Finance, 1-6-05

NOTICE

Federal Income Tax Withholding

Effective Pay Period (PP) 03-05, payroll checks will reflect the increase in the personal exemption value for each federal tax allowance from \$119.23 to \$123.08. Based upon provisions in the Jobs and Growth Tax Relief Reconciliation Act of 2003, the six tax percentages remain at 10, 15, 25, 28, 33, and 35 percent, respectively. All information in this article is based upon both a biweekly payroll period and the withholding tables contained in IRS Notice 1036, *Early Release Copies of 2005 Income Tax Withholding and Advance Earned Income Credit Payment Tables*.

| Federal Income Tax Withholding Table | | | | | | | |
|--------------------------------------|-----------------|----------------------------|----------------|----------------|-----------------|----------------------------|----------------|
| Single Person | | | | Married Person | | | |
| Wages* | | The withholding amount is: | | Wages* | | The withholding amount is: | |
| Over... | But not over... | Withholding Amount | Of excess over | Over... | But not over... | Withholding amount | Of excess over |
| \$0 | \$102 | \$0 | | \$0 | \$308 | \$0 | |
| \$102 | \$377 | 10% | \$102 | \$308 | \$869 | 10% | \$308 |
| \$377 | \$1,212 | \$27.50 plus 15% | \$377 | \$869 | \$2,546 | \$56.10 plus 15% | \$869 |
| \$1,212 | \$2,683 | \$152.75 plus 25% | \$1,212 | \$2,546 | \$4,644 | \$307.65 plus 25% | \$2,546 |
| \$2,683 | \$5,844 | \$520.50 plus 28% | \$2,683 | \$4,644 | \$7,292 | \$832.15 plus 28% | \$4,644 |
| \$5,844 | \$12,625 | \$1,405.58 plus 33% | \$5,844 | \$7,292 | \$12,817 | \$1,573.59 plus 33% | \$7,292 |
| \$12,625 | | \$3,643.31 plus 35% | \$12,625 | \$12,817 | | \$3,396.84 plus 35% | \$12,817 |

*Wages are determined after subtracting withholding allowances, FSA, FEHB, and TSP contributions from your gross earnings.

Federal Employees Health Benefits (FEHB), flexible spending account (FSA), and Thrift Savings Plan (TSP) contributions made by employees are treated as pretax monies (unless the employee has signed a pretax waiver for FEHB benefits). When calculating your taxes, remember to subtract your allowances and all of these contribution amounts from your gross earnings.

To determine the amount of withholding, follow the steps listed below:

1. Determine normal biweekly gross wages from earnings statement.
2. Determine normal biweekly TSP contributions from earnings statement.
3. Determine normal biweekly FSA contributions from earnings statement. If applicable, add the amounts from both the FSA Dependent Child (FSADC) Sub-Account and the FSA Health Care (FSAHC) Sub-Account.
4. Determine normal biweekly FEHB pretax employee contribution from earnings statement (abbreviated as HP).
5. Multiply the number of exemptions claimed by the new biweekly exemption value of \$123.08 (withholding allowance). The federal tax line on the earnings statement shows the number of exemptions claimed (e.g., S1 = Single with One Exemption, M3 = Married with Three Exemptions).
6. Subtract the amounts in Step 2 (TSP), Step 3 (FSA), Step 4 (FEHB), and Step 5 (Exemptions) from Step 1 (Gross Biweekly Wages). The remainder is the amount that is subject to withholding.
7. Determine which range this amount falls into on the Federal Income Tax Withholding Table, and follow the instructions listed in the table.

Shown below is an example of how to compute federal income taxes for a Federal Employee Retirement System (FERS) employee who claims married with three exemptions, and makes pretax contributions to the FEHB, FSA, and TSP.

Example:

A FERS employee receives \$4,285.60 as gross biweekly wages. The employee makes the following contributions: 14 percent of gross salary per PP to the TSP; \$50.00 per PP to the FSADC Sub-Account; \$80.00 per PP to the FSAHC Sub-Account; and \$127.53 per PP for FEHB [\$127.53 is the actual cost for a Postal Service employee paying for High Option Self and Family with the Government Employees Hospital Association (GEHA) Benefit Plan]. The employee is married and claims

three exemptions (M3 on the federal tax line of the earnings statement). Using the information provided above in the Federal Income Tax Withholding Table, federal taxes are computed as follows:

| | |
|-------------------------------|------------|
| 1. Total biweekly gross wages | \$4,285.60 |
| 2. TSP contributions | 599.84 |
| 3. FSADC contribution | 50.00 |
| FSAHC contribution | 80.00 |
| Total FSA contribution | 130.00 |
| 4. FEHB contribution | 127.53 |
| 5. Exemptions (3 x \$123.08) | 369.24 |

Computation continues as follows:

| | |
|---|-------------------|
| Biweekly gross wages | \$4,285.60 |
| Minus TSP contributions | -599.84 |
| Minus FSA contributions | -130.00 |
| Minus FEHB contributions | -127.53 |
| Minus exemptions | -369.24 |
| Amount of wages subject to withholding | \$3,058.99 |

To complete the computation, refer to the married/biweekly segment of the Federal Income Tax Withholding Table. The amount of wages subject to withholding, \$3,058.99, falls within the "Over \$2,546 but not over \$4,644" range. Using the information provided within that range, the final computation is as follows:

| | |
|--|-----------------|
| Amount subject to withholding | \$3,058.99 |
| Subtract \$2,546 from \$3,058.99 | 512.99 |
| Multiply \$512.99 by .25 (25%) | 128.25 |
| Add from the table | 307.65 |
| Add \$128.25 and \$307.65 | 435.90 |
| Total federal income tax* that should be withheld from this employee's biweekly check | \$435.90 |

*Rounding may vary this total by a few cents.

— Payroll Accounting, Finance, 1-6-05

NOTICE

Form W-4 Completion for Calendar Year 2005

Internal Revenue Service (IRS) regulations permit employees who anticipate no federal tax liability for 2005 to continue to claim total exemption from federal tax withholding provided they owed no federal taxes for 2004. These regulations also require that a new Form W-4, *Employee's Withholding Allowance Certificate*, be submitted every calendar year. However, because of *PostalEASE*, employees no longer have to file a hardcopy Form W-4.

IRS filing requirements concerning Form W-4s are met by either logging onto *PostalEASE* via the Postal Service™ Intranet or by calling *PostalEASE* toll-free at 877-477-3273. Follow the Form W-4 instructions provided by *PostalEASE*, and your form will be updated for calendar year 2005.

Any employee currently in an exempt status who does not use *PostalEASE* to submit a new Form W-4 claiming a continuation of their exempt status will be converted to a taxable status, effective Pay Period 05-05. For exempt information on a Form W-4 to remain effective into the next

year, the IRS requires completion, submission, and acceptance of the form by no later than February 15. Since February 15 falls within Pay Period 04, the new information on the Form W-4s must be entered into *PostalEASE* by no later than Friday, February 4.

Any employee who claimed exempt status for 2004 who does not update in *PostalEASE* will have federal taxes withheld at the rate that would normally be applicable to a single employee with no dependent allowances. Employees with a current exempt status (as of Pay Period 27-04) will receive printed messages on their earnings statement during Pay Periods 02 and 03 of 2005 reminding them that a new Form W-4 is required.

Reminders

- Personnel offices should not provide tax advice to employees concerning the completion of Form W-4s.

- In January 2004 the practice of sending certain hard copies of the forms to the Eagan Accounting Service Center was discontinued since all employees must use *PostalEASE* to update their Form W-4s.
- The IRS now receives electronic notification concerning all employees who claim more than 10

withholding allowances and/or total exemption from withholding.

— *Payroll Accounting, Finance, 1-6-05*

ALL EMPLOYEES

2004 Tax Information

Form W-2, Wage and Tax Statement

Current Mailing Address

To facilitate processing of 2004 tax information and to ensure correct and timely receipt of a 2004 Form W-2, *Wage and Tax Statement*, all employees must have a current mailing address on file at their local personnel office. Current employees can use Employee Self Service via the Postal Service™ Intranet, or current and former employees may submit PS Form 1216, *Employee's Current Mailing Address*, to their local personnel office. Employees without Intranet access may update their mailing address by using the Web Job Bidding Machines or Personnel Central Kiosks, where available. All Form W-2s are sent to the address on file at the time of printing and will not be forwarded.

General W-2 Information

If an employee has earnings for more than one state or locality, a separate Form W-2 will be issued for each. The format of the 2004 Form W-2 has been modified from the 2003 version as follows:

- a. The 2004 Form W-2 has been redesigned from a vertical format to a horizontal format. All box numbers will remain the same.
- b. A new box 41, Commuter program, has been created for 2004.

See pages 70–71 for an example of the 2004 Form W-2.

Inquiries

Send all inquiries concerning payroll items, such as employee business expenses, equipment maintenance, rent, T-Cola, money differences between earnings statement and Form W-2, leave buy backs, erroneous state or local tax deductions, Thrift Savings Plan (TSP), flexible spending accounts (FSAs), etc., to the Eagan Accounting Service Center (ASC).

All questions regarding Form W-2 must be submitted in writing. The request must include the following information:

- a. Employee's name.
- b. Current mailing address.
- c. Social Security number (SSN).

- d. Name of office where employed (or where previously employed if not a current Postal Service employee).
- e. Year(s) involved.
- f. Specific question.
- g. Employee's signature.

| If the first three digits of your Social Security number are ... | Then send a written request to ... |
|--|--|
| 000–365 | Attn Payroll Adjustments W-2 Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9633 |
| 366 and up | Attn Payroll Adjustments W-2 Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9634 |

General Questions

Imputed Income Life Insurance

The imputed income life insurance amount shown in box 35 of the 2004 Form W-2 is the net result of the IRS computation for taxable insurance benefits less the amount an employee pays for optional insurance in the calendar year.

The IRS requires the Postal Service to report as income the cost of Group Term Life Insurance in excess of \$50,000, which is paid by the employer. The formula is based on an employee's age, salary, and life insurance coverage.

Thrift Savings Plan

The following facts will clarify some of the common tax questions regarding the TSP:

- a. Box 12a or 12b (See "Instructions" on the reverse side of Form W-2 for box 12) may contain employee TSP contributions.
- b. TSP contributions are reported in box 12a or 12b with a code "D". Letter code "D" is explained in "Notice to Employee" on the reverse side of Form W-2.
- c. Box 1, Wages, tips, other compensation, has been reduced by the amount of the employee's TSP contributions shown in box 12a or 12b.
- d. Box 16, State wages, tips, etc., has been reduced by the amount of employee TSP contributions in box

12a or 12b for all states, except New Jersey, Pennsylvania, and Puerto Rico.

- e. New York City, NY; Kansas City, MO; Detroit, MI; St. Louis, MO; and Madison County, KY; are the only localities that allow income deferral for TSP. Box 18, Local wages, tips, etc., will be reduced by the amount of employee TSP contributions only if New York City, NY; Kansas City, MO; Detroit, MI; St. Louis, MO; or Madison County, KY; are indicated in box 20, Locality name.

Employee Business Expense

Equipment maintenance allowance (EMA), carrier drive-out, vehicle hire, supervisor vehicle usage, and special delivery are all considered employee expenses. Box 32, Employee business expense, will contain the nontaxable (not the total) employee business expense (EBE) amount, while box 33, Taxable employee business expense, will contain the taxable EBE amount. The taxable amount shown in box 33 will also be included in box 1, Wages, tips, other compensation.

Flexible Spending Account

The amount contributed to an employee’s flexible spending account (FSA) for health care will be included in box 40, FSA health care, and the amount contributed to dependent care will be included in box 10, FSA dependent care benefits. Both have been deducted from box 1, Wages, tips, other compensation.

Health Benefit Pre-Tax

The amount contributed for health benefit premiums is considered pre-tax unless the employee declined the pre-tax benefit. The health benefit pre-tax amount is shown in box 37, Pre-tax health benefits, and has been deducted from box 1, Wages, tips, other compensation.

Commuter Program

The amount contributed for the commuter program (box 41) is considered pre-tax for 2004 up to the IRS \$100 monthly limit for public transportation and/or the IRS \$195 monthly limit for parking, and has been deducted from box 1, Wages, tips, other compensation. Any commuting expenses that are elected over the IRS limits will be considered post-tax.

State/Territory Gross Wages

The amount in box 16, State wages, tips, etc., will equal box 1 with the following exceptions:

- a. New Jersey, Pennsylvania*, and Puerto Rico do not allow income deferral. Therefore, the employee TSP, FSA, and health benefits pre-tax contributions are not deducted from their state gross.

- b. Pennsylvania is the only state that does not require the imputed income life insurance to be added into the state gross.

*Pennsylvania law was changed in 1997 to allow income deferral for FSA Health Care (FSAHC) and health benefits pre-tax. Therefore, only these two amounts will be deducted from Pennsylvania state gross.

Annuity Protection Program (APP)

Form W-2s are issued to former employees who receive payments from the Postal Service under the Annuity Protection Program. Any questions regarding these Form W-2s should be directed to:

Payroll Benefits Branch
Eagan Accounting Service Center
2825 Lone Oak Pkwy
Eagan MN 55121-9621

Relocation Payments

Relocation wages are reported in box 39, Relocation gross, on the Form W-2.

Relocation gross is reduced by the excludable reportable amount reported in box 12a or 12b before it is added to box 1, Wages, tips, other compensation.

Excludable reportable wages are reported in box 12a or 12b with a code “P”. Letter code “P” is explained in “Notice to Employee” on the reverse side of Form W-2.

Obtaining Duplicate Forms

To obtain duplicate forms, employees may call the Accounting Help Desk at 866-974-2733. All requests must include the following information:

- a. Employee’s name.
- b. Current mailing address.
- c. Social Security number.
- d. Name of office where employed (or where previously employed if not a current Postal Service employee).
- e. Year(s) requested.
- f. Employee’s signature (written requests).

| | |
|--|--------------------------------------|
| If you are requesting a duplicate Form W-2 for wages, relocation, or annuity protection program or APP... | Call... |
| 1990 to the present | Accounting Help Desk at 866-974-2733 |

If you are unsuccessful requesting duplicate Form W-2s from the Accounting Help Desk, you can also request duplicates in writing from:

Financial Reporting Section (W-2s)
 Eagan Accounting Service Center
 2825 Lone Oak Pkwy
 Eagan MN 55121-9617

Form W-2c, Corrected Wage and Tax Statement

General Form W-2c Information

Form W-2c is used by the Postal Service to correct errors previously filed on a Form W-2. Form W-2c will only report the corrections and should be used in conjunction with the original Form W-2 issued when filing taxes and/or other related information.

Requesting a Form W-2c

All requests for a corrected Form W-2c must be submitted in writing. The request must include the following information:

- a. Employee's name.
- b. Current mailing address.
- c. Social Security number.
- d. Name of office where employed (or where previously employed if not a current Postal Service employee).
- e. Year(s) requested.
- f. Reason for request.
- g. Employee's signature.

| If you disagree with the tax information provided and are requesting that the tax statement issued be reviewed and corrected if wrong for... | Then send a written request to... |
|---|---|
| Wages (1990 to the present) | For employees with Social Security numbers beginning with 000-365: Attn Payroll Adjustments W-2 Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9633 For employees with Social Security numbers beginning with 366 and up: Attn Payroll Adjustments W-2 Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9634 |

| If you disagree with the tax information provided and are requesting that the tax statement issued be reviewed and corrected if wrong for... | Then send a written request to... |
|---|---|
| Relocation | San Mateo Accounting Service Center Relocation Management Section 2700 Campus Dr San Mateo CA 94097-9420 |
| Annuity Protection Program | Payroll Benefits Branch Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9621 |

Obtaining Duplicate Forms W-2c

All requests for a duplicate Form W-2c must be submitted in writing. The request must include the following information:

- a. Employee's name.
- b. Current mailing address.
- c. Social Security number.
- d. Name of office where employed (or where previously employed if not a current Postal Service employee).
- e. Year(s) requested.
- f. Employee's signature.

| If you are requesting a duplicate... | Then send a written request to... |
|---|--|
| W-2c (1990 to the present) | Financial Reporting Section (W-2c) Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9617 |

IRS Forms 1099

Depending on your specific circumstances, up to three different IRS Form 1099s may be issued to you. They include the following:

- a. IRS Form 1099-MISC, *Statement for Recipients of Miscellaneous Income.*
- b. IRS Form 1099-R, *Distributions from Pensions, Annuities, Retirement, or Profit Sharing Plans, IRAs, Insurance Contracts, etc.*
- c. IRS Form 1099-INT, *Interest Income.*

Form 1099-MISC

This form originates from all three accounting service centers. Please determine the nature of the payments and contact the appropriate office/ASC.

| If you are requesting a duplicate copy or have questions regarding... | Then send a written request to... |
|--|---|
| Payments to the beneficiaries of deceased employees of the unpaid compensation due at the time of death, please provide name, SSN, and date of death of the deceased. | Financial Processing Section Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9616 |
| Lump sum payments with no deductions as the result of settlements, please provide name, SSN, date of settlement, type of settlement, amount of settlement, period involved, and the date it was sent to the ASC for payment. | Financial Processing Section Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9616 |
| Contract cleaners | Contract Cleaners Section St Louis Accounting Service Center 1720 Market St Rm 3103 St Louis MO 63180-0103 |
| All others | San Mateo Accounting Service Center Attn 1099 Research Team 2700 Campus Dr San Mateo CA 94497-9422 |

Form 1099-R

This year, both the Office of Personnel Management (OPM) and the Eagan Accounting Service Center are sending out Form 1099-R. The Eagan ASC issues a 1099-R for annuity protection checks, and OPM issues a 1099-R for

monthly annuity checks. The originating agency should be listed on the Form 1099-R. Try to determine which agency made the payments before making the inquiry.

| If you are requesting a duplicate copy or have questions regarding forms issued from... | Then send a written request to... |
|---|--|
| The Eagan Accounting Service Center | Financial Processing Section Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9621 |
| OPM | Office of Personnel Management Retirement Operations Center Tax Processing Unit PO Box 45 Boyers PA 16017-0045 |

Form 1099-INT

This form is used to report interest payments that were the result of employment-related back pay awards.

| If you are requesting a duplicate copy or have questions regarding your Form 1099-INT... | Then send a written request to... |
|--|--|
| Provide your name, SSN, and date of payment if known. | Financial Processing Section Eagan Accounting Service Center 2825 Lone Oak Pkwy Eagan MN 55121-9616 |

— Payroll Accounting,
Finance, 1-6-05

**UNITED STATES
POSTAL SERVICE**
2004 W-2 and
Earnings Statement

Exemption from withholding: Employees claiming "exempt" from withholding during the year must complete a new Form W-4 each year to keep their "exempt" status. Please contact your local personnel office for details.

Notice: If an employee has earnings for more than one state or locality, a separate W-2 is issued for each.

FOR EMPLOYMENT VERIFICATION CALL 1-800-276-9850

Finance Number.

Source of reported wages

The Wages and Other Compensation amount reported in Box 1 of Form W-2 is derived from year-to-date totals reflected on the employee's Pay Period 27-2004 (or last period in pay status 2004) Earnings Statement, plus several other totals from the Form W-2. Use the Reconciliation Formula below to reconcile your Earnings Statement with your Form W-2. If any checks issued during 2004 were returned or canceled after the last Earnings Statement was printed, this reconciliation is not applicable.

Earnings Statement (YTD)

- Gross
- Social Security Tax
- Medicare Tax
- Fed Tax
- HB Pretax
- State Tax
- Thrift
- FSA
- Commuter

Reconciliation Formula

- Gross Pay (YTD)
- FSA Contributions (W-2 Boxes 10 + 40)
 - TSP Contrib / ReLo Excludable (W-2 Boxes 12a - 12b)
 - Pre-tax Health Benefits (W-2 Box 37)
 - Pre-tax Commuter Program (W-2 Box 41)
 - + Taxable Carrier Drive-Out (W-2 Box 33)
 - + Taxable Vehicle Hire (W-2 Box 33)
 - + Taxable Special Delivery (W-2 Box 33)
 - + Taxable Supervisor Vehicle Usage (W-2 Box 35)
 - + Imputed Income-Life Insurance (W-2 Box 38)
 - + Miscellaneous (W-2 Box 38)
 - + Relocation Gross (W-2 Box 41)
- = Wages, tips, other compensation (W-2 Box 1)

Box 36 - Miscellaneous

- Includes one or more of the following:
- Rent
 - Non-Cash Awards
 - Spousal Travel
 - Outstanding Travel Advances



| | | | | | | | | | |
|---|--------------------------------|---|-----------------------------|--|---|----|--------------------------------|--|--|
| 41 | Commuter program | | | | | | | | |
| 37 | Pre-tax health benefits | 38 | Occupation tax withheld | 39 | Relocation gross * | 40 | FSA health care | | |
| 33 | Taxable employee busexp * | 34 | Pension plan coverage | 35 | Imputed income life insurance * | 36 | Miscellaneous * | | |
| 19 | Local income tax | 20 | Locality name | 31 | TCOLA allowance | 32 | Employee business expense | | |
| 15 | State Employers state ID no. | 16 | State wages, tips, etc. | 17 | State income tax | 18 | Local wages, tips, etc. | | |
| 12a | See instructions for box 12 | 12b | See instructions for box 12 | 13 | Statutory Retirement 3rd party <input type="checkbox"/> | 14 | Other <input type="checkbox"/> | | |
| 5 | Medicare wages and tips | 6 | Medicare tax withheld | 9 | Advanced EIC payment | 10 | FSA dependent care benefits | | |
| 1 | Wages, tips other compensation | 2 | Federal income tax withheld | 3 | Social security wages | 4 | Social security tax withheld | | |
| c Employer's name, address, and ZIP code United States Postal Service Eagan Accounting Service Center 2825 Lone Oak Parkway Eagan MN 55121-9611 | | d Employee's social security number 41-0760000 | | e1 Employee's first name & initial Last name address and ZIP code | | | | | |

W-2
Employee's Copy
Wage and Tax Statement
2004
* Amount included in box 1
OMB No. 1545-0048

| | | | | | | | | | |
|---|--------------------------------|---|-----------------------------|--|---|----|--------------------------------|--|--|
| 41 | Commuter program | | | | | | | | |
| 37 | Pre-tax health benefits | 38 | Occupation tax withheld | 39 | Relocation gross * | 40 | FSA health care | | |
| 33 | Taxable employee busexp * | 34 | Pension plan coverage | 35 | Imputed income life insurance * | 36 | Miscellaneous * | | |
| 19 | Local income tax | 20 | Locality name | 31 | TCOLA allowance | 32 | Employee business expense | | |
| 15 | State Employers state ID no. | 16 | State wages, tips, etc. | 17 | State income tax | 18 | Local wages, tips, etc. | | |
| 12a | See instructions for box 12 | 12b | See instructions for box 12 | 13 | Statutory Retirement 3rd party <input type="checkbox"/> | 14 | Other <input type="checkbox"/> | | |
| 5 | Medicare wages and tips | 6 | Medicare tax withheld | 9 | Advanced EIC payment | 10 | FSA dependent care benefits | | |
| 1 | Wages, tips other compensation | 2 | Federal income tax withheld | 3 | Social security wages | 4 | Social security tax withheld | | |
| c Employer's name, address, and ZIP code United States Postal Service Eagan Accounting Service Center 2825 Lone Oak Parkway Eagan MN 55121-9611 | | d Employee's social security number 41-0760000 | | e1 Employee's first name & initial Last name address and ZIP code | | | | | |

| | | | | | | | | | |
|---|--------------------------------|---|-----------------------------|--|---|----|--------------------------------|--|--|
| 41 | Commuter program | | | | | | | | |
| 37 | Pre-tax health benefits | 38 | Occupation tax withheld | 39 | Relocation gross * | 40 | FSA health care | | |
| 33 | Taxable employee busexp * | 34 | Pension plan coverage | 35 | Imputed income life insurance * | 36 | Miscellaneous * | | |
| 19 | Local income tax | 20 | Locality name | 31 | TCOLA allowance | 32 | Employee business expense | | |
| 15 | State Employers state ID no. | 16 | State wages, tips, etc. | 17 | State income tax | 18 | Local wages, tips, etc. | | |
| 12a | See instructions for box 12 | 12b | See instructions for box 12 | 13 | Statutory Retirement 3rd party <input type="checkbox"/> | 14 | Other <input type="checkbox"/> | | |
| 5 | Medicare wages and tips | 6 | Medicare tax withheld | 9 | Advanced EIC payment | 10 | FSA dependent care benefits | | |
| 1 | Wages, tips other compensation | 2 | Federal income tax withheld | 3 | Social security wages | 4 | Social security tax withheld | | |
| c Employer's name, address, and ZIP code United States Postal Service Eagan Accounting Service Center 2825 Lone Oak Parkway Eagan MN 55121-9611 | | d Employee's social security number 41-0760000 | | e1 Employee's first name & initial Last name address and ZIP code | | | | | |

| | | | | | | | | | |
|---|--------------------------------|---|-----------------------------|--|---|----|--------------------------------|--|--|
| 41 | Commuter program | | | | | | | | |
| 37 | Pre-tax health benefits | 38 | Occupation tax withheld | 39 | Relocation gross * | 40 | FSA health care | | |
| 33 | Taxable employee busexp * | 34 | Pension plan coverage | 35 | Imputed income life insurance * | 36 | Miscellaneous * | | |
| 19 | Local income tax | 20 | Locality name | 31 | TCOLA allowance | 32 | Employee business expense | | |
| 15 | State Employers state ID no. | 16 | State wages, tips, etc. | 17 | State income tax | 18 | Local wages, tips, etc. | | |
| 12a | See instructions for box 12 | 12b | See instructions for box 12 | 13 | Statutory Retirement 3rd party <input type="checkbox"/> | 14 | Other <input type="checkbox"/> | | |
| 5 | Medicare wages and tips | 6 | Medicare tax withheld | 9 | Advanced EIC payment | 10 | FSA dependent care benefits | | |
| 1 | Wages, tips other compensation | 2 | Federal income tax withheld | 3 | Social security wages | 4 | Social security tax withheld | | |
| c Employer's name, address, and ZIP code United States Postal Service Eagan Accounting Service Center 2825 Lone Oak Parkway Eagan MN 55121-9611 | | d Employee's social security number 41-0760000 | | e1 Employee's first name & initial Last name address and ZIP code | | | | | |

W-2
City or Local Filing Copy
Wage and Tax Statement
2004
* Amount included in box 1
OMB No. 1545-0048

W-2
State Filing Copy
Wage and Tax Statement
2004
* Amount included in box 1
OMB No. 1545-0048

W-2
Federal Filing Copy
Wage and Tax Statement
2004
* Amount included in box 1
OMB No. 1545-0048

Notice to Employee

Refund. Even if you do not have to file a tax return, you should file to get a refund if box 2 shows Federal income tax withheld, or if you can take the earned income credit.

Earned income credit (EIC). You must file a tax return if any amount is shown in box 9.

You may be able to take the EIC for 2004 if (a) you do not have a qualifying child and you earned less than \$11,490 (\$12,490 if married filing jointly), (b) you have one qualifying child and you earned less than \$30,338 (\$31,338 if married filing jointly), or (c) you have more than one qualifying child and you earned less than \$34,458 (\$35,458 if married filing jointly). You and any qualifying children must have valid social security numbers (SSNs). You cannot claim the EIC if your investment income is more than \$2,650. **Any EIC that is more than your tax liability is refunded to you, but only if you file a tax return.** If you have at least one qualifying child, you may get as much as \$1,563 of the EIC in advance by completing Form W-5, Earned Income Credit Advance Payment Certificate.

Clergy and religious workers. If you are not subject to social security and Medicare taxes, see Pub 517, Social Security and Other Information for Members of the Clergy and Religious Workers.

Corrections. If your name, SSN, or address is incorrect, correct Copies B, C, and 2 and ask your employer to correct your employment record. Be sure to ask the employer to file Form W-2c, Corrected Wage and Tax Statement, with the Social Security Administration (SSA) to correct any name, SSN, or money error reported to the SSA on Form W-2. If your name and SSN are correct but are not the same as shown on your social security card, you should ask for a new card at any SSA office or call 1-800-772-1213.

Credit for excess taxes. If you had more than one employer in 2004 and more than \$5,449.80 in social security and/or Tier 1 railroad retirement (RRTA) taxes were withheld, you may be able to claim a credit for the excess against your Federal income tax. If you had more than one railroad employer and more than \$3,189.90 in Tier 2 RRTA tax was withheld, you also may be able to claim a credit. See your Form 1040 or 1040A instructions and Pub 505, Tax Withholding and Estimated Tax.

Instructions

Box 1. Enter this amount on the wages line of your tax return.

Box 2. Enter this amount on the Federal income tax withheld line of your tax return.

Box 8. This amount is not included in boxes 1, 3, 5, or 7. For information on how to report tips on your tax return, see your Form 1040 instructions.

Box 9. Enter this amount on the advanced earned income credit payments line of your 1040 or 1040A.

Box 10. This amount is the total dependent care benefits your employer paid to you or incurred on your behalf (including amounts from a section 125 (cafeteria) plan). Any amount over \$5,000 also is included in box 1. You must complete Schedule 2 (Form 1040A) or Form 2441, Child and Dependent Care Expenses, to compute any taxable and nontaxable amounts.

Box 11. This amount is (a) reported in box 1 if it is a distribution made to you from a nonqualified deferred compensation or nongovernment section 457 plan or (b) included in box 3 and/or 5 if it is a prior year deferral under a nonqualified or section 457 plan that became taxable for social security and Medicare taxes this year because there is no longer substantial risk of forfeiture of your right to the deferred amount.

Box 12. The following list explains the codes shown in box 12. You may need this information to complete your tax return. Elective deferrals (codes D, E, F, G, H, and S) under all plans are generally limited to \$13,000 (\$16,000 for section 409(b) plans, if you qualify for the 15-year rule explained in Pub. 571). However, if you were at least age 50 in 2004, your employer may have allowed an additional deferral of up to \$3,000 (\$1500 for section 401(k)(11) and 408(p) SIMPLE plans). This additional deferral amount is not subject to the overall limit on elective deferrals. For code G, the limit on elective deferrals may be higher for the last 3 years before you reach retirement age. Contact your plan administrator for more information. Amounts in excess of the overall elective deferral limit must be included in income. See the "Wages, Salaries, Tips, etc." line instructions for your tax return.

Note: If a year follows code D, E, F, G, H, or S, you made a make-up pension contribution for a prior year(s) when you were in the military service. To figure whether you made excess deferrals, consider these amounts for the year shown, not the current year. If no year is shown, the contributions are for the current year.

A-Uncollected social security or RRTA tax on tips (include this tax on Form 1040. See "Total Tax" in the Form 1040 instructions.)

B-Uncollected Medicare tax on tips (include this tax on Form 1040. See "Total Tax" in the Form 1040 instructions.)

C-Cost of group-term life insurance over \$50,000 (include in boxes 1, 3 (up to social security wage base), and 5)

D-Elective deferrals to a section 401(k) cash or deferred arrangement. Also includes deferrals under a SIMPLE retirement account that is part of a section 401(k) arrangement.

E-Elective deferrals under a section 403(b) salary reduction agreement.

F-Elective deferrals under a section 408(k)(6) salary reduction SEP.

G-Elective deferral and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan.

H-Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan (see "adjusted Gross Income" in the Form 1040 instructions for how to deduct).

J-Nontaxable sick pay (not included in boxes 1, 3, or 5).

K-20% Excise tax on excess golden parachute payments (see "Total Tax" in the Form 1040 instructions).

L-Substantiated employee business expense reimbursements (nontaxable).

M-Uncollected social security or RRTA tax cost of group-term life insurance over \$50,000 (former employees only) (see "Total Tax" in the Form 1040 instructions).

N-Uncollected Medicare tax on cost of group-term life insurance over \$50,000 (former employees only) (see "Total Tax" in the Form 1040 instructions).

P-Excludable moving expense reimbursements paid directly to employee (not included in boxes 1, 3, or 5).

R-Employer contributions to your Archer (MSA) (see Form 8853, Archer MSAs and Long-Term Care Insurance Contracts).

S-Employee salary reduction contributions under a section 408(p) SIMPLE (not included in box 1)

T-Adoption benefits (not included in box 1). You must complete Form 8839, Qualified Adoption Expenses, to compute any taxable and nontaxable amounts.

V-Income from exercise of nonstatutory stock option(s) (included in boxes 1, 3 (up to social security wage base), and 5).

Box 13. If the "Retirement plan" box is checked, special limits may apply to the amount of traditional IRA contributions you may deduct.

Note: Keep Copy C of Form W-2 for a least 3 years after the due date for filing your income tax return. However, to help protect your social security benefits, keep Copy C until you begin receiving social security benefits, just in case there is a question about your work record and/or earnings in a particular year. Review the information shown on your annual (for workers over 25) Social Security Statement.

International Mail

IMM REVISION

Privately Printed Customs Forms

Effective February 1, 2005, *International Mail Manual* (IMM) 123.3 is revised to reflect a new process for mailers who request authorization to privately print PS Form 2976, *Customs Declaration CN 22 — Sender's Declaration* (green label), and/or PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*. This change will require mailers to submit applications to the National Customer Support Center (NCSC) in Memphis, Tennessee. Previously, customers were required to submit letters requesting authorization to privately print customs forms to the manager of Mailing Standards at Postal Service™ Headquarters.

The Postal Service is transforming its authorization process from involving several functional organizations within the Postal Service to a centralized point of contact at the NCSC. Bringing the entire process under one unit will ensure consistency in the decision-making process and provide more timely responses to applications. The NCSC has had many years of experience in providing rapid response to customer inquiries and requests for privately printing postal forms and labels. Privately printed forms must continue to be identical in size, design, content, and color to the Postal Services forms.

We will incorporate these revisions into the printed version of IMM 31 and into the online IMM, available via Postal Explorer® at <http://pe.usps.gov>.

International Mail Manual (IMM)

| | | | | | | |
|------------|------------------------------------|---|---|---|---|---|
| 1 | International Mail Services | * | * | * | * | * |
| 120 | Preparation for Mailing | * | * | * | * | * |
| 123 | Customs Forms | * | * | * | * | * |

123.3 Privately Printed Forms

If authorized, mailers may privately print PS Forms 2976 and 2976-A. Privately printed forms must be identical in size, design, and color to the Postal Service™ forms, and each form must contain a unique Code U 128 barcode symbology that can be read by Postal Service equipment.

Mailers may obtain form specifications from the following address:

[Revise 123.3 by changing the address where mailers obtain form specifications, by adding a paragraph with a telephone contact number, and by changing the last full paragraph of IMM 123.3 to read as follows (although the last sentence of the last full paragraph and items a through f after the last full paragraph are not revised, we include them here for clarity and completeness, and we have marked the revised text in bold):]

**Barcode Certification
National Customer Support Center
United States Postal Service
6060 Primacy Pkwy Ste 201
Memphis TN 38188-0001**

Mailers can also obtain form specifications by calling the NCSC at 800-238-3150 — select option 5 for barcode certification.

Upon receipt of the request, the NCSC will send mailers an application and specifications for preparing PS Forms 2976 and/or 2976-A. The application clearly explains the process necessary for authorization. When authorized by the NCSC, a mailer may omit printing the Post Office copy (copy 4) of PS Forms 2976 and/or 2976-A by submitting an authorized manifest listing of the items. The manifest must be typewritten, legibly handwritten, or computer-generated, and must contain the following information:

- The sender's name and address.
- The sender's print authorization number (i.e., barcode).
- The edition date of the privately printed form.
- The same certification statement that is printed on the Postal Service form.
- A list of the foreign recipients' names and delivery addresses.
- The mailer's signature and date.

* * * * *

— *Mailing Standards,
Pricing and Classification, 1-6-05*

IMM REVISION AND URGENT REMINDER

International Bulk Mail Items Addressed for Delivery in Germany

Effective January 20, 2005, the *International Mail Manual* (IMM) is revised to reflect that the German postal administration requests that mailpieces delivered through international bulk mail services be addressed with the correct postcode number or delivery zone number, if one exists. Without this number, the German postal administration will return such pieces to the sender or the country of origin due to insufficient addressing, unless the mailer pays the relevant surcharge for updating the addresses.

Consequently, we urgently remind mailers who use international bulk mail services — such as International Surface Air Lift® (ISAL®) service and International Priority Airmail™ (IPA®) service — to properly address items destined to Germany.

According to IMM 122.1, the address must include the following, written legibly with roman letters and arabic numbers:

- The name and address of the addressee.
- The name of the town.
- The country name in capital letters.

For international bulk mail items to Germany, the German postal administration also requests that the address include the correct postcode number or delivery zone number, if one exists.

In the case of individual items, the German postal administration makes every effort to correct and deliver improperly addressed mailpieces. However, in the case of volume discount mailings, the cost of correcting mailpieces often exceeds the cost of postage, so the German postal administration does not process them as it does individual mailpieces.

We ask that Postal Service employees remind customers to check the IMM before addressing items to Germany or other international destinations.

We will incorporate this revision into the printed version of IMM 31 and into the online IMM available via Postal Explorer® at <http://pe.usps.gov>.

International Mail Manual (IMM)

* * * * *

International Country Listings

* * * * *

Germany

Country Conditions for Mailing

* * * * *

Observations

* * * * *

[Renumber current items 3 through 6 as new items 4 through 7 respectively. Add new item 3 to read as follows:]

3. Mailpieces delivered through international bulk mail services should be addressed with the correct postcode number or delivery zone number, if one exists. Without this number, the German postal administration will return such pieces to the sender or the country of origin due to insufficient addressing, unless the mailer pays the relevant surcharge for updating the addresses.

* * * * *

— *Mailing Standards, Pricing and Classification, 1-6-05*

URGENT NOTICE

Global Express Mail and Airmail Parcel Post Items Sent to Germany

Germany will not accept any Global Express Mail® (EMS®) or Global Airmail® parcel post item that is either valued at more than \$500.00 or that is insured for more than \$500.00. Germany will return such items to the sender.

We will soon publish a revision to the *International Mail Manual* (IMM) noting this matter.

— *Mailing Standards, Pricing and Classification, 1-6-05*

Promotion. Postal Service Official Licensed Products

WWW.POSTALSTUFF.COM

All Hoodies Now At Special Savings!!!



USA Made, BAYSIDE Hooded Fleece provides extra warmth, strength and long-life. Made from 9.5 oz. 80% cotton/20% polyester. Ribbed cuffs, waistband and double-needle stitching throughout. Featuring an embroidered USPS® logo.



#A97950
\$26.95*

Thermal Lined Hooded Jacket. Here's the perfect solution for fighting back winter's chill. A heavy-weight 9 oz. 80% cotton/20% polyester fleece jacket, fully-lined with 5 oz. Thermal™ fabric with double-ply hood, side-entry pockets, knit cuffs and waistband. Finished with a heavy-duty antique brass metal zipper.



#A971067
\$29.95*

Colors: Birch, Navy, Black
Sizes: S thru 4XL

Colors: Dark Ash, Navy, Black. Sizes: M through 6XL

JERZEES

SALE THRU 1/31/05

JERZEES outstanding quality and reliability stem from their highly engineered 50% cotton/50% polyester blended fabrics. Designed to be virtually pill-free, these Sweats will look and feel great wash after wash. We offer a mid-weight, 8 oz. option and the **Super Sweats** line (shown to left) featuring a heavier and warmer 9.3 oz. fabric.



#A974999
\$26.95*

#A974997
\$22.95*

Available in Full-zip or Pull-over styles featuring draw-string, lined hood, muff pockets, knit ribbed cuffs and waistband with embroidered logo.

Colors: Birch, Oxford Grey, Black, Forest Green, Maroon, Navy, Royal, Red
Sizes: S thru 3XL

Ladies' Full-zip Hoodie by Badger
Styled exclusively for Women with a shorter, cropped waist and a very comfortable sport shoulder. Fashioned in a super-soft 9.3 oz. 60% ring-spun cotton/40% polyester with single-ply, draw-string hood and side-entry pockets.



#A971256
\$24.95*

Colors: Royal, Black, Red, Oxford Grey, Navy
Sizes: S thru 2XL



Embroidered USPS® logo included in price.



#A97993
\$24.95*

#A97996
\$19.95*

Colors: Birch, Oxford Grey, Black, Navy, Royal, Red
Sizes: S thru 3XL



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COLUMBUS OH 43204-3591

614-276-9717 FAX 614-276-9726

Products featured in this promotion are for individual purchases or Postal Service promotional events. These items are *not* for resale in Postal Service retail stores.

You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. All offices are eligible to participate in the program and may order products through the OLRP catalog on eBuy.

Philately

STAMP ANNOUNCEMENT 05-03

Ronald Reagan Stamp



Copyright USPS 2004

The Postal Service™ will issue a 37-cent, *Ronald Reagan* commemorative stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 457800), on February 9, 2005, in Simi Valley, California. The stamp, designed by Howard E. Paine of Delaplane, Virginia, goes on sale nationwide February 9, 2005.

The stamp honors former president Ronald Reagan, who died on June 5, 2004. Reagan's patriotism, charisma, and optimistic confidence rallied the nation and made him one of the most popular presidents of the 20th century.

The stamp art is a portrait of Reagan painted by award-winning artist Michael J. Deas, whose many projects for the Postal Service include several stamps in the *Legends of Hollywood* series and the *Literary Arts* series. The portrait is based on a 1981 photograph of Reagan by White House photographer Jack Kightlinger.

| | |
|-------------------------------|---|
| Issue: | <i>Ronald Reagan</i> |
| Item Number: | 457800 |
| Denomination & Type of Issue: | 37-cent Commemorative |
| Format: | Pane of 20 (1 design) |
| Series: | N/A |
| Issue Date & City: | February 9, 2005, Simi Valley, CA 93065 |
| Designer: | Howard E. Paine, Delaplane, VA |
| Artist: | Michael J. Deas, Brooklyn Heights, NY |
| Art Director: | Howard E. Paine, Delaplane, VA |
| Engraver: | Southern Graphics Systems |
| Modeler: | Donald Woo |
| Manufacturing Process: | Gravure |
| Printer: | Sennett Security Products (SSP) |
| Printed at: | American Packaging Corporation, Columbus, WI |
| Press Type: | Champlain |
| Stamps per Pane: | 20 |
| Print Quantity: | 170 million stamps |
| Paper Type: | Prephosphored tagged |
| Adhesive Type: | Pressure-sensitive |
| Processed at: | Unique Binders, Fredericksburg, VA |
| Colors: | Magenta, Yellow, Cyan, Black |
| Stamp Orientation: | Vertical |
| Image Area (w x h): | 0.84 x 1.41 in./21.336 x 35.814 mm |
| Overall Size (w x h): | 0.99 x 1.56 in./25.146 x 39.624 mm |
| Pane Size (w x h): | 5.94 x 7.25 in./150.87 x 184.15 mm |
| Plate Size: | 360 stamps per revolution |
| Plate Numbers: | "S" followed by four (4) single digits |
| Marginal Markings: | © 2004 USPS • Plate numbers in four corners • Plate position diagram • Price • Four barcodes on back of pane |
| Catalog Item Number(s): | 457861 First Day Cover (single) — \$0.75 457874 Foldout-Folio Keepsake — \$12.95 457884 Uncut Press Sheet — \$44.40 457893 Cancellation Keepsake (cover/pane) — \$8.15 |

How to Order First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at the Postal Store Web site at www.usps.com/shop. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

(This information is not available at the time of this printing.)

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by March 8, 2005.

How to Order First Day Covers

Stamp Fulfillment Services also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by calling 800-STAMP-24 or writing to:

Information Fulfillment
Dept 6270
US Postal Service
PO Box 219014
Kansas City MO 64121-9014

Philatelic Products

There is a philatelic product for this stamp issue. The *Ronald Reagan* Commemorative Stamp folio that includes a sheet of 20 mint stamps, Item 457874, sells for \$12.95 and is available in Postal Service retail stores, online at www.usps.com, and by telephone at 800-STAMP-24.

Distribution: Item 457800, 37-cent *Ronald Reagan* Commemorative Stamp

Stamp distribution offices (SDOs) will receive approximately three-fourths of their standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of one-half their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before February 3, 2005.

Philatelic Requirement

SDOs will not receive a separate quantity Item 457800 for their authorized philatelic centers. Philatelic centers must be supplied their quantities from the initial automatic distribution made to stamp distribution offices.

Additional Supply

Post Offices requiring additional stamps must requisition Item 457800 from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the San Francisco APD will receive 6,240,000 additional stamps; the Chicago, Memphis, and New York APDs will each receive 4,000,000 additional stamps; and the Denver APD will receive 2,000,000 additional stamps. For fulfilling supplemental orders from APDs, the Kansas City Stamp Services Center will receive 10,160,000 additional stamps.

Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

— Stamp Services,
Government Relations, 1-6-05

STAMP ANNOUNCEMENT 05-04

Acadia National Park Stamp



Copyright USPS 2001

The Postal Service™ will produce a reprint/variety of the 60-cent, *Acadia National Park* definitive stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 561300). The stamp was previously issued in 2001 and reprinted in 2003 by Banknote Corporation of America.

| | |
|-------------------------------|---|
| Issue: | <i>Acadia National Park</i> |
| Item Number: | 561300 |
| Denomination & Type of Issue: | 60-cent, Definitive |
| Format: | Pane of 20 (1 design) |
| Series: | <i>Scenic American Landscapes</i> |
| Issue Date & City: | N/A |
| Designer: | Ethel Kessler, Bethesda, MD |
| Art Director: | Ethel Kessler, Bethesda, MD |
| Typographer: | Ethel Kessler, Bethesda, MD |
| Photographer: | Carr Clifton, Taylorsville, CA |
| Engraver: | N/A |
| Modeler: | Donald Woo |
| Manufacturing Process: | Offset/Microprint "USPS" |
| Printer: | Sennett Security Products (SSP) |
| Printed at: | Banknote Corporation of America (BCA), Browns Summit, NC |
| Press Type: | Roland, 300 |
| Stamps per Pane: | 20 |
| Print Quantity: | 60 million stamps |
| Paper Type: | Phosphor Tagged |
| Adhesive Type: | Pressure-sensitive |
| Colors: | Cyan, Magenta, Yellow, Black |
| Stamp Orientation: | Horizontal |
| Image Area (w x h): | 1.39 x 0.82 in./35.306 x 20.828 mm |
| Overall Size (w x h): | 1.56 x 0.99 in./39.624 x 25.146 mm |
| Full Pane Size (w x h): | 7.26 x 5.90 in./184.404 x 149.86 mm |
| Plate Size: | 240 stamps per revolution |
| Plate Numbers: | "S" followed by four (4) single digits |
| Marginal Markings: | "© 2001 USPS" • Price • Plate position diagram Plate numbers (4 per pane) • 4 Barcodes on back of pane |
| Catalog Item Number(s): | 561320 Block of 4 — \$1.48 561330 Block of 10 — \$3.70 561340 Full Pane — \$7.40 |

— Stamp Services,
Government Relations, 1-6-05

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. 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).

Customers can also send stamped envelopes and postcards without addresses for cancellation, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial cancellation, the Postal Service returns the items (with or without addresses) under addressed protective cover.

December 28, 2004




American Respiratory Alliance of Western PA
AMERICAN RESPIRATORY ALLIANCE STATION
 POSTMASTER
 240 EXECUTIVE DR
 CRANBERRY TWP PA
 16066-9998

January 10, 2005



Brigadier General John H. McLain Dedication Station
 Monday, January 10, 2005
 Sarasota FL 34239-9998

BRIGADIER GENERAL JOHN H. MCLAIN DEDICATION STATION
 POSTMASTER
 PO BOX 9998
 SARASOTA FL 34239-9998

January 3, 2005



Woodstock Reformed Church Woodstock, New York
200th ANNIVERSARY BICENTENNIAL STATION
 1805-2005
 January 3, 2005
 Woodstock, NY 12498

200TH ANNIVERSARY BICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 WOODSTOCK NY 12498-9998

January 13, 2005



100th Anniversary Station
 January 13, 2005
 Strathcona, MN 56759
 218-781-2660

January 13, 2005
Postal Service
100TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 STRATHCONA MN 56759-9998

January 5, 2005




Muskegon Stamp Club
MUSKEGON STAMP CLUB STATION
 POSTMASTER
 PO BOX 9998
 MUSKEGON MI 49440-9998

January 14–February 6, 2005



2005
FORT WORTH STOCK SHOW & RODEO
 LET'S GO!
 STOCK SHOW STATION

Fort Worth Stock Show and Rodeo
STOCK SHOW STATION
 POSTMASTER
 251 W LANCASTER
 FORT WORTH TX 76102-9998

January 7, 2005

Lunar New Year Station
January 7, 2005
San Francisco, CA 94108

Postal Service
LUNAR NEW YEAR STATION
 POSTMASTER
 PO BOX 880066
 SAN FRANCISCO CA
 94108-0066

New York's



Eaglefest Station
January 15, 2005
Narrowsburg NY 12764

January 15, 2005
EAGLEFEST STATION
 POSTMASTER
 PO BOX 9998
 NARROWSBURG NY
 12764-9998



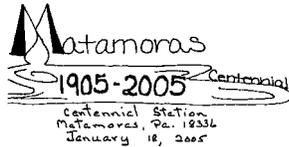
Martin Luther King, Jr.
CELEBRATION
Arlington, Texas



January 15–16, 2005
Arlington TX Post Office
MLK STATION
POSTMASTER
4108 SW GREEN OAKS BLVD
ARLINGTON TX 76017-9998



January 20, 2005
PRESIDENTIAL INAUGURATION
2005 STATION
POSTMASTER
PO BOX 9998
WASHINGTON DC 20066-9998



January 18, 2005
Town of Matamoros
MATAMORAS CENTENNIAL
STATION
POSTMASTER
6 PENNSYLVANIA AVE
MATAMORAS PA 18336-9998

— Stamp Services, Government Relations, 1-6-05

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 |
|---|------------------|
| Give to the March of Dimes | Jan. 1–Jan. 31 |
| Give to United Cerebral Palsy, Help Disabled People | Jan. 1–Jan. 31 |
| Support Your Local Science Fair | Jan. 1–Jan. 31 |
| 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, 4th 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 8–May 14 |
| National Transportation Week | May 15–May 21 |
| 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 |

| Cancellation | Period of Use |
|--|-----------------|
| Support American Education Week | Nov. 10–Nov. 30 |
| Autistic Children, Hope Through Research and Education | Dec. 1–Dec. 31 |

— *Mailing Standards, Pricing and Classification, 1-6-05*

LATE-BREAKING PREVIEW

Inaugural Keepsake Set Will Honor the 2005 Inauguration

Unique 2005 inaugural keepsake set includes a special inaugural color cancellation on a four-color illustrated envelope honoring the 2005 inauguration of President George W. Bush and Vice President Richard B. Cheney. The illustrated envelope depicts presidential campaign memorabilia as described and shown in the *Old Glory* Prestige Booklet. The envelope has one randomly selected *Old Glory* stamp affixed and color-cancelled. A complete *Old Glory* booklet, with twenty 37-cent stamps, is also included. The set will be available at all Postal Stores, as well as through Stamp

Fulfillment Services, the Philatelic Catalog, and the Postal Store online.

Set price: \$11.95 — Nationwide sales January 20, 2005.

We will include full ordering details and an image in *Postal Bulletin* 22146 (1-20-05).

— *Stamp Services,
Government Relations, 1-6-05*

Post Offices

NEW MANAGEMENT INSTRUCTION

Environmental Integration in the Construction Process

Management Instruction (MI) AS-510-2004-13, *Environmental Integration in the Construction Process*, is now available.

This MI outlines the environmental processes involving design and construction of Postal Service™ space. MI AS-510-2004-13 obsoletes AS-510-97-6, *Environmental Integration in the New Construction Process*, which focused on major, new construction projects. The new MI has been revised so that it applies to any construction project including repair and alternation (R&A) projects managed by Facilities Service Offices (FSOs). The MI serves to provide project continuity between the FSO real estate and design & construction managers within Facilities, as well as to involve area environmental personnel when appropriate.

The purpose of this MI is to advise project managers and installation heads of accountable, environmental documents. The MI instructs the Facilities environmental specialist to send applicable documents (such as the asbestos survey or spill prevention plan) and permits (such as the underground storage tank registration) obtained for a Postal Service project to the installation head. It is important that

Postal Service personnel are aware that accountable, environmental documents are reports, documents, and/or environmental permits that the Postal Service is required by federal law to keep on-site and make available for a regulatory audit or in-house environmental compliance review (ECR).

MI AS-510-2004-13 is available on the Postal Service PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, under “Policies,” click on *PolicyNet*.
- Click on *MI*s.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

— *Planning & Approval,
Vice President, Facilities Headquarters, 1-6-05*

Retail

NOTICE

WEBVARS National Deployment

On January 18, 2005, the Web Vending Activity Reporting System (WEBVARS) will be deployed nationally. WEBVARS is a new vending tracking program that will replace the Vending Equipment Sales and Service (VESS) Program.

WEBVARS is an online database that uses real-time tracking of product sales, and provides information about location, district, area, and national vending activities. The database stores sales information, hours spent supporting vending equipment, equipment type, equipment location, and information on servicing employees. The data can be viewed in HTML, PDF, and Excel formats.

WEBVARS will provide management at various levels with timely data for monitoring and decision-making needs, more flexibility, and a user-friendly environment.

You won't be able to use your VESS logon in WEBVARS. You must complete an eAccess application and have it approved by your supervisor in order to gain access to the system.

Data for January 2005 will not be accepted in VESS, which will be turned off in February 2005.

— *Self Service and Access Management, Delivery and Retail, 1-6-05*

NOTICE

Discount Coupons Deliver Savings on FirstClass PhoneCards

Starting January 3, 2005, the Postal Service™ is offering 10-percent discount coupons toward the purchase of domestic FirstClass PhoneCards® in denominations of \$10, \$20, and \$30.

Customers are able to print the discount coupon from www.usps.com and then present the coupon to a retail associate at the time of purchase. The coupon carries three keying shortcut codes — one for each denomination (\$10/100 minutes, \$20/250 minutes, and \$30/450 minutes). The retail associate enters the appropriate code in lieu of scanning the product barcode.

Customers may use the coupons toward the purchase of as many FirstClass PhoneCards as they like as often as they like, through March 31, 2005.

Postal Service employees can look forward to an even better deal: a 15-percent discount coupon with their paychecks on January 28, 2005. The employee coupon is valid for use through March 31, 2005, by any Postal Service employee toward a one-time purchase of an unlimited number of domestic \$10, \$20, and \$30 FirstClass PhoneCards. Employees must present an employee ID and the original 15-percent discount coupon to a retail associate for scanning at the time of purchase. Photocopies and facsimiles are not acceptable.

Remember: The larger the denomination of the First-Class PhoneCard, the less the purchaser pays per minute of call time and the more the purchaser saves with the discount coupon.

— *Retail In-Store Programs, Service and Marketing Development, 1-6-05*



What's in Store

Signs of 2005

If you aren't looking at your New Year Drive Period point-of-purchase (POP) materials right now, neither are your customers. Your New Year Drive Period POP materials should be on display in your lobby. The new drive period began Jan. 1. Be sure to take down any old POP signage, including the Fundraising Stamp countercard. Sales of the *Heroes of 2001* semipostal stamp ended Jan. 1.

How do you determine when signage comes down? Check the up-down arrow at the bottom of each POP element, or go to the Advertising Web site on the intranet at <http://blue.usps.gov/advertising> and look under Retail/POP.

You can generate revenue!

Post-holiday sale



It's a great deal for customers — and a great opportunity to increase revenue. All retail units selling either Category 3 ReadyPost® or Official Licensed Retail Products (OLRP) holiday items can participate in the post-holiday sale, Jan. 3–28. Select items will be reduced by 40 percent during this sale period.

All Category 3 ReadyPost and select OLRP units received two lug-ons to display on slatwalls and merchandisers. The markdowns were effective in the Point of Sale System One (POS ONE) on Jan. 1. All prices will revert to the regular retail price on Jan. 29.

Clear out those holiday seasonal items! You'll have fewer items to re-stock and it will be a breeze to order and display new Holiday 2005 products next October. And, of course, you can increase revenue now!

Stamps by Mail

Don't run out when you need them most. Plan ahead to make sure you have plenty of Stamps by Mail® brochures for local marketing campaigns. Everything you want to know about print runs and ordering is available in *Postal Bulletin* 22143 (12-9-04, pages 71–73). Check it out! Next print run cut-off is Jan. 12.

Starring USPS

Did you see the USPS® TV ads? If not, you can always go online to see current USPS advertising — radio, television, print, and direct mail. Just go to the Advertising Web site at <http://blue.usps.gov/advertising>.

What's in Store

Post Office, not passport office

When is a Post Office™ not a passport office? Always! The U.S. Department of State is the only official “passport office.” Postal Service™ locations are acceptance agents only. The daily transmittal form, DSP-11, sent to the State Department must be round-date stamped *only* with the official round-date stamp for your Post Office or station. It should include the name of the Post Office or station branch, city, state, and ZIP Code™.

We're the Post Office. They're the passport office.

Feedback

Send comments and questions to:

Whats In Store
US Postal Service
475 L'Enfant Plaza SW Rm 1141
Washington DC 20260-1019

What's in Store

january

retail employee bulletin

New Year '05 Retail Drive Period

1/1/05–3/31/05

New Year POP Speaks to Small-Business Customers

The New Year Drive Period point-of-purchase (POP) materials are letting our products and services speak for themselves. The message to our small-business customers is loud and clear: almost everything you do at the Post Office™ you can do from your home or office at usps.com. Online services like Click-N-Ship® service, package pickup, and USPS® Insurance can help small-business customers work more efficiently. Promoting these services not only helps create valuable small-business solutions, it's also expected to raise revenue for the Post Office.

Here's more good news for small-business customers this Drive Period: the fourth bundle, Priority Mail® service with Signature Confirmation™ service, will now be featured as a core menu option. Let your small-business customers know that from now on they'll always see bundle four featured with the other Priority Mail bundles on all Drive Period POP materials.

Be sure to display the New Year POP materials according to your Planograms by January 1!

Priority Mail Flat-Rate Boxes: Easy as One, Two, Three

One price, two different sizes, three words: "Quick, Easy, Convenient."™ The new Priority Mail Flat-Rate Boxes have been helping our customers ship more conveniently since November 20, 2004. For just \$7.70 each, customers can ship any weight to any U.S. destination in a Priority Mail Flat-Rate Box. The inside dimensions for the two boxes available are:

- 11" x 8½" x 5½"
- 11⅞" x 3⅞" x 13⅞"

For added convenience, the cost can be covered using Click-N-Ship service, postage meter indicia, or any combination of U.S. postage stamps.



What's in Store

january

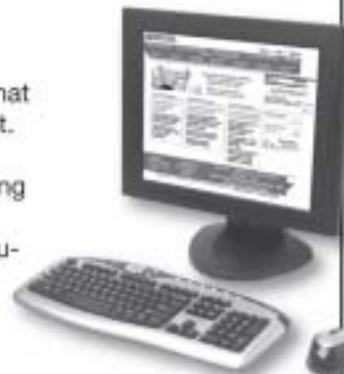
retail employee bulletin

New Year '05 Retail Drive Period

1/1/05–3/31/05

USPS.com is Reorganized and Improved

This month you'll notice changes at **usps.com** that reflect our commitment to innovation — and our bottom line. The changes are based on comprehensive usability testing and measurements of customer behavior during online transactions. Our research showed that our customers want even quicker access to the content they use most. This information enables us to improve **usps.com** for our customers while improving our bottom line at the same time. How? By reorganizing key content at **usps.com** we're giving customers easier access to what they need most. The new design reflects the way customers actually use **usps.com** — and improves on it.



We've reorganized the home page and red tool bar links, while creating two distinct areas at **usps.com**: Business and Household.

Now our business and residential customers each have areas of **usps.com** where they will find the information and tools to support their unique shipping and mailing needs. Remember, the more products and services we deliver to customers online at **usps.com**, the greater the cost savings will be for the United States Postal Service!

Let customers know that *usps.com* is easier to use than ever before.

Alternate Access Helps You to Help Customers — and Raise Revenue

Alternate access locations — like **usps.com**, APC® kiosks, and stores that display the "Buy Stamps Here" sign — give customers access to simple services where and when they're needed. Alternate access is convenient for them, and it helps decrease wait time at the Post Office®; which is one of this year's retail revenue goals. When simple transactions are taken out of the retail line, Sales and Services Associates can focus on higher-value transactions such as:



- PO Boxes
- Money Orders
- Passports
- Priority Mail® Bundles
- ReadyPost® Shipping Supplies
- FIRSTCLASS PHONECARD®
- OLRP

Promote alternate access and help your Post Office — and USPS® — grow revenue!

Refer to the "Retail Employee Calendar" hanging in the Employee Zone of your Post Office® for additional information. Visit <http://blue.usps.gov/marketing/retail/> to access the Retail Intranet Site.

What's in Store

january

retail employee bulletin

New Year '05 Retail Drive Period
1/1/05-3/31/05

Zenia Lim
Distribution Clerk
8 years of service



| SUN | MON | TUES | WED | THU | FRI | SAT |
|-----|---|--|-----|-----|---|---------------------------------------|
| 2 | 3 Take down Holiday POP. Put up New Year POP. Prepare and submit vending data. | 4 | 5 | 6 | 7 Lunar New Year souvenir sheet on sale today. Place orders for new OLRP through the Retail Merchandise Center on eBay. | 8 New Year's Day Offices closed |
| 9 | 10 Order the new OLRP: Lunar New Year, Marian Anderson (Black Heritage), and Love Bouquet. | 11 | 12 | 13 | 14 \$ \$\$ payday! | 15 |
| 16 | 17 Martin Luther King, Jr. Federal holiday Offices closed | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 Love products for Valentine's Day available through the Retail Merchandise Center on eBay. | 26 | 27 | 28 \$ \$\$ payday! Marian Anderson (Black Heritage) stamps on sale today. | 29 |
| 30 | 31 | | | | | |

The many benefits of renting a PO Box will be communicated at retail this Drive Period with the poster pictured here. Order it on MessageMaker 2.

focus!

FIRSTCLASS PHONECARD® promotions are beginning January 3. Let your customers know about a printable online coupon good for 10% off select cards. Employees: Look for a paycheck stuffer with details on how you can get 15% off select cards!

Refer to the "Retail Employee Calendar" hanging in the Employee Zone of your Post Office™ for additional information. Visit <http://blue.usps.gov/marketing/retail> to access the Retail Intranet Site.

Supply Management

Calendars for 2005 Available Through Boise Cascade

Are you ready for the new year? Please use Boise Cascade as your source for calendars — you still have time to order your new 2005 calendar! You can order your calendars on eBuy, or, if you don't have access to eBuy, through Boise Cascade Customer Service at 888-229-USPS (8777).

Information on the full 2005 line of calendars is available from the Boise Cascade eBuy and hardcopy catalogs, or from Boise Cascade Customer Service. The current hardcopy catalog has 2004 item numbers, so please make sure to use 2005 item numbers when ordering your 2005 calendars. You can get the applicable 2005 item numbers from either eBuy or Boise Cascade Customer Service.

For your convenience, the most popular calendars are listed below, along with their corresponding 2005 item numbers and pricing. Make sure to use the new 2005 item numbers as indicated in the second column when placing your order.

| Description | 2005 Item Number | Price Each Through 1-9-05 | Price Each Effective 1-10-05** |
|---|------------------|---------------------------|--------------------------------|
| Compact Daily Desk Calendar 3" X 3 3/4" * | B1E919-50 | \$ 3.57 | \$ 3.57 |
| Base 4" X 6 1/2" | K3E19-00 | 1.81 | 2.50 |
| Daily Calendar Pad 3 5/8" x 5 7/8" (Medium) | P146 | 1.84 | 1.84 |
| Base 6 1/8" X 7 5/8" | K320014838994 | 2.00 | 2.45 |
| Wall Calendar 11 5/8" X 8 7/8" | B110014505453 | .35 | .35 |
| Wall Calendar Board (3 YR) | B210007892455 | 2.52 | 2.66 |
| Schedule Activities Calendar | B140014505440 | .33 | .33 |
| Monthly Desk Pad 17" X 22" | B110014505473 | 2.11 | 2.11 |

*The 2004 3" X 3 5/8" Daily Calendar Pad (item B110014505405) is no longer available on the Boise contract. The 2005 Compact Daily Desk Calendar is similar.

**Some prices will increase, effective 1-10-05, as noted in the last column.

Ordering Through eBuy

If you have access to the Postal Service™ Intranet, you must order through eBuy. Go to <http://blue.usps.gov>; under "Essential Links" click on *eBuy*. Once there, you can obtain an eBuy logon ID and password. If you can't, contact your district or area eBuy representative to receive a logon ID and password.

Ordering Items From the Material Distribution Center

The spiral bound "Action Planner" (8 1/2" x 11", unit price \$3.08) is the only calendar that is still available from the Material Distribution Center (MDC). You may still order this Postal Service calendar using the touch tone order entry (TTOE) system at 800-332-0317, option 2.

Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before placing your first order).

Use the following information to order the Action Planner through the MDC:

PSIN: 0101
PSN: 7610-03-000-5022
Unit of Measure: EA
Minimum Order Quantity: 1
Quick Pick Number: N/A
Bulk Pack Quantity: 28
Price: \$3.08

Use these item numbers only when ordering with the MDC's TTOE system at 800-332-0317.



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

I can get it there
tomorrow.

Express Mail[®] service delivers next day
or your money back. Guaranteed.*

\$13⁶⁵
and up



usps.com

*Next day delivery to only includes. Some restrictions may apply. See a Retail Associate for money back guarantee details.

