

Postage Statement — Nonprofit Standard Mail

Easy - Nonautomation Letters or Flats

Post Office: Note Mail Arrival Date & Time

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

Mailer	Permit Holder's Name and Address, and Email Address, If Any	Telephone	Post Office of Mailing	Permit No.	Weight of a Single Piece 0 . _____ pound	
	USPS Nonprofit Authorization No. _____	Mailing	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Statement Seq. No.	If Sacked, Based on <input type="checkbox"/> 125 pieces <input type="checkbox"/> 15 pounds	No. & Type of Containers
			Mailing Date	Fed. Agency Code	Total Pieces	Total Weight
	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats					

Part B Presorted Letters and Flats — 3.3 oz. (0.2063 lb.) or Less	Part E Presorted Nonmachinable Letters — 3.3 oz. (0.2063 lb.) or Less																																																																																																										
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For USPS Use Only: Additional Postage Payment (State reason)	
For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.	Total Adjusted Postage Affixed
Postmaster: Report Total Postage in AIC 125 (Permit imprint only).	Total Adjusted Postage Permit Imprint
<p>The mailer's signature certifies that: (1) the mailing complies with DMM 703; (2) the income derived from the sale of any products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) and any products and services advertised are substantially related to the nonprofit organization's authorized purpose within the meaning of 39 U.S.C. 3626(j)(1)(d)(ii)(I) and 26 U.S.C. 513(A); (3) the mailing if made by a voting registration official is required or authorized under the National Voter Registration Act of 1993; and (4) it will agree to pay, subject to appeal, any revenue deficiencies assessed on this mailing. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful and complete; that the mail and supporting documentation comply with all postal standards and that the mailing qualifies for the rate and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone that furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.</p> <p style="text-align:right; margin-top: 5px;">Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.</p>	
Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form
Telephone	

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

Nonprofit Standard Mail NZ — Instructions

Use this form only for nonautomation letters and flats at Nonprofit Standard Mail rates.

Step 1: Complete Mailer and Mailing sections.

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

Fill in the number of pieces at each presort and entry discount level on the appropriate line in section B or section E.

Multiply the number of pieces by the corresponding postage rate. For Permit Imprint mailings, round off to four decimal places. On Postage Affixed mailings round off to three decimal places.

Step 3: Add the postage (lines B1 through B12 for presorted letters or flats). Add the postage (lines E1 through E6 for presorted nonmachinable letters). The nonmachinable surcharge is included in lines E1 through E6 for presorted nonmachinable letters. Enter the subtotal for Part B or Part E on the appropriate Part B or E Subtotal line. Enter the Total Postage, rounded off to two decimal places on the Total Postage line.

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

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