

# Postage Statement—Nonprofit USPS Marketing Mail Easy—Nonautomation Letters or Flats

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

<b>Mailer</b>	Permit Holder Name, Address, Email, Telephone		Federal Agency Cost Code	Statement Seq. No.	Weight of a Single Piece  _____ pounds
	USPS Nonprofit Auth. No. _____		Total Pieces	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats	
	CRID _____		Total Weight	Permit #	<input type="checkbox"/> Mailpiece is a product sample
<b>Mailing</b>	Post Office of Mailing	Mailer's Mailing Date	<input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk		No. & Type of Containers  ____ Sacks  ____ Trays  ____ Pallets
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Move Update Method <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> NCOA <sup>Link</sup> <input type="checkbox"/> ACS	This is a Political Campaign Mailing <input type="checkbox"/> Yes <input type="checkbox"/> No		
			This is Official Election Mail <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Postage</b>	<b>Total Postage (Add parts totals)</b>				
	Price at Which Postage Affixed (Check one). <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither Complete if mailing includes pieces bearing metered/PC Postage or precanceled stamps.			_____ pcs. x \$ _____ = <b>Postage Affixed</b>	
<b>USPS Use Only</b>	<b>Permit # _____ Net Postage Due (Subtract postage affixed from total postage)</b>				
	<b>Additional Postage Payment (State reason)</b>				
	For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage.			<b>Total Adjusted Postage Affixed</b>	
Postmaster: Report Total Postage in <b>AIC 125</b> (Permit Imprint Only)			<b>Total Adjusted Postage Permit Imprint</b>		
<b>Certification</b>	<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 prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.</p> <p><b>Privacy Notice:</b> For information regarding our Privacy Policy visit <a href="http://www.usps.com">www.usps.com</a>.</p>				
	Signature of Mailer or Agent		Printed Name of Mailer or Agent Signing Form		Telephone
<b>USPS Use Only</b>	Weight of a Single Piece _____ pounds	Total Weight	Are postage figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, reason:		Round Stamp (Required) Payment Date
	Total Pieces	Total Postage			
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No				
	I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required)		Date Mailer Notified	Contact	
			By (Initials)	Time	AM PM
USPS Employee's Signature		Print USPS Employee's Name			

# Nonprofit USPS Marketing Mail Postage—Continued

## Part B—Letters

### Machinable 3.5 oz. (0.2188 lb.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
B1	None	AADC	\$0.174		
B2	None	Mixed AADC	0.184		
B3	DNDC	AADC	0.152		
B4	DNDC	Mixed AADC	0.162		
B5	DSCF	AADC	0.146		

### Nonmachinable 4 oz. (0.25 lb.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
B6	None	5-Digit	\$0.387		
B7	None	3-Digit	0.455		
B8	None	ADC	0.477		
B9	None	Mixed ADC	0.550		
B10	DNDC	5-Digit	0.365		
B11	DNDC	3-Digit	0.433		
B12	DNDC	ADC	0.455		
B13	DNDC	Mixed ADC	0.528		
B14	DSCF	5-Digit	0.359		
B15	DSCF	3-Digit	0.427		
B16	DSCF	ADC	0.449		

### Nonmachinable over 4 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
B17	None	5-Digit	\$0.101				\$0.775			
B18	None	3-Digit	0.193				0.775			
B19	None	ADC	0.249				0.775			
B20	None	Mixed ADC	0.284				0.775			
B21	DNDC	5-Digit	0.101				0.604			
B22	DNDC	3-Digit	0.193				0.604			
B23	DNDC	ADC	0.249				0.604			
B24	DNDC	Mixed ADC	0.284				0.604			
B25	DSCF	5-Digit	0.101				0.562			
B26	DSCF	3-Digit	0.193				0.562			
B27	DSCF	ADC	0.249				0.562			

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

**Part B Total** (add lines B1–B27)

## Part E—Flats

### Flats 4 oz. (0.25 lb.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
E1	None	5-Digit	\$0.295		
E2	None	3-Digit	0.387		
E3	None	ADC	0.443		
E4	None	Mixed ADC	0.478		
E5	DNDC	5-Digit	0.252		
E6	DNDC	3-Digit	0.344		
E7	DNDC	ADC	0.400		
E8	DNDC	Mixed ADC	0.435		
E9	DSCF	5-Digit	0.242		
E10	DSCF	3-Digit	0.334		
E11	DSCF	ADC	0.390		

**Part E Total** (add lines E1–E11)