



Permit Holder's Name and Address and  
Email Address, If Any

Name and Address of  
Mailing Agent (If other  
than permit holder)

CAPS Cust. Ref. No.  
Dun & Bradstreet No.

Dun & Bradstreet No.  
Mailing Date

Dun & Bradstreet No.

For Automation Carrier Route Rate Pieces, Enter Date of  
Address Matching and Coding (DMM 708.3.3)

**Total Postage** (Add parts totals)

Rate at Which Postage Affixed (Check one) (DMM 234.1.1)  
 Correct     Lowest     Neither

**Postage Affixed**

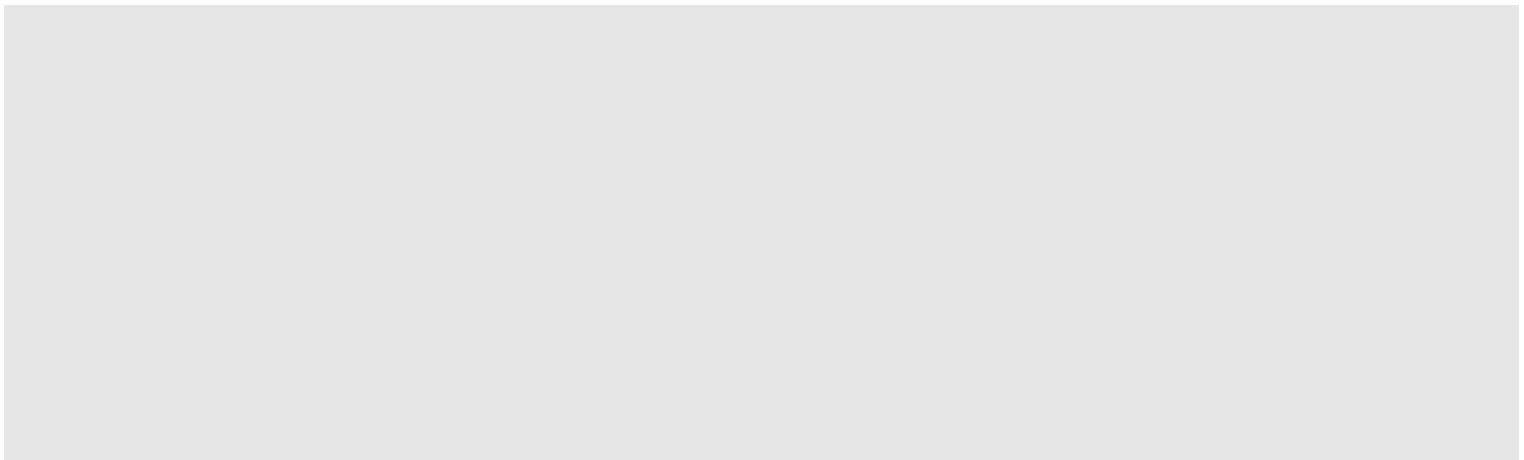
**Net Postage Due** (Subtract postage affixed from total postage)

**AIC 121**  
**AIC 237**

**Total Adjusted Postage Permit Imprint**

Signature of Mailer or Agent

Telephone





A1	_____	X	_____	=	\$ _____
A2	_____	X	_____	=	\$ _____
A3	_____	X	_____	=	\$ _____
A4	_____	X	_____	=	\$ _____
	_____	X	_____	=	\$ _____



B1	_____	X	_____	=	\$ _____
B2	_____	X	_____	=	\$ _____
B3	_____	X	_____	=	\$ _____
B4	_____	X	_____	=	\$ _____
		X	_____	=	\$ _____



	_____	X	_____	=	\$ _____
	_____	X	_____	=	\$ _____
<i>(For pieces 1 oz. or less; see DMM 233.4.3)</i>					
		X	_____	=	\$ _____
		X	_____	=	\$ _____
	_____	X	_____	=	\$ _____
		X	_____	=	\$ _____
		X	_____	=	\$ _____
		X	_____	=	\$ _____
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		X	_____	=	\$ _____
		X	_____	=	\$ _____
		X	_____	=	\$ _____
		X	_____	=	\$ _____



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## First-Class Mail and Priority Mail — Instructions

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Use this form for either First-Class Mail or Priority Mail. Do not combine both on one form.

**Step 1:** Complete Mailer and Mailing sections on page 1.

**Step 2:** Review the following information to determine applicable part(s), A through F and S (pages 2-3), to complete for your mailing.

Parts A - D First-Class Mail (not Priority Mail).

Part A - Automation Rates Letters.

Part B - Automation Flats.

Part C - Nonautomation Rates Letters, Flats, and Parcels.

Part D - Cards Eligible for Card Rates.

Part E - Priority Mail.

Part F - Repositionable Notes (RPN).

Part S - Extra Services.

**Step 3:** Complete only applicable part(s), as follows:

§ In each applicable part, determine the per-piece rate based on the weight of a single piece and presort level for letters and flats other than Priority Mail. For Priority Mail, determine the per-piece rate based on the weight of a single piece and the zone.

§ Multiply the number of addressed pieces by corresponding postage rate. *Do not round.*

§ For nonautomation letters or flats weighing 1 oz. or less, determine the applicable Nonmachinable Surcharge (if any). (See DMM 233.43 for letters or DMM 333.4.3 for flats.) Cards mailed at card rates are not subject to the nonmachinable surcharge.

§ In Part/Total box for each completed part, enter sum of the (unrounded) postage amounts for that part.

**Step 4:** Go to Postage section on page 1.

§ Place a check mark in the applicable box(es) to show which part(s) you have completed.

§ Add postage from Part/Total box for each completed part; enter that sum in Total Postage, rounded off to nearest whole cent (two decimal places).

**Step 5:** Complete line for Postage Affixed (if applicable). Subtract amount of Postage Affixed from Total Postage; enter remainder in Net Postage Due.

**Step 6:** Read and sign Certification section, including your telephone number. Attach all completed pages together to submit with the mailing. (Do not include blank pages.)