

Postage Statement — Nonprofit Standard Mail

USPS Only

Note Mail Arrival Date & Time

Mailer	Permit Holder's Name and Address and Email Address If Any Lewis037	Telephone	Name and Address of Mailing Agent (if other than permit holder) Lewis037	Telephone	Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder) Lewis037
	Duke University data		Mail service Vendor Address POC:		Duke dept. staff name Duke Department Phone Number Cost Center (fund code)
Dun & Bradstreet No. _____			Dun & Bradstreet No. _____		Dun & Bradstreet No. _____

Mailing	Post Office of Mailing	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> CMM <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM 301.3.1) <input type="checkbox"/> Parcels	Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. of Containers
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered		Weight of a Single Piece 0 pounds		Total Pieces	No. of pieces with Detached Address Labels Attached (DMM 602.4)
	Permit #	For Mail Enclosed within Another Class <input type="checkbox"/> Periodicals <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post	If Sacked, Based on <input type="checkbox"/> 125 pcs. <input type="checkbox"/> 15 lbs. <input type="checkbox"/> both		Total Weight	
	For Automation Rate Pieces, Enter Date of Address Matching and Coding (DMM 708.1.3) ____/____/____		For Automation Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DMM 708.1.3) ____/____/____		For Enhanced Carrier Route Rate Pieces, Enter Date of Carrier Route Sequencing (DMM 245/345.6.10.1) ____/____/____	

Applicable Parts Completed (select all that apply) A B C D E F G H I J K L M S

Postage	For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.		Total Postage (Add Parts Totals)
	Rate at Which Postage Affixed (Check one) (DMM P600) <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither	_____ pcs. x \$ _____ = Postage Affixed	
	Net Postage Due (Subtract postage affixed from total postage)		
	For USPS Use Only: Additional Postage Payment (State reason)		
	Total Adjusted Postage Affixed		
Postmaster: Report Total Postage in (Permit Imprint Only) AIC 125		Total Adjusted Postage Permit Imprint	

Certification	<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 the supporting documentation comply with all postal standards and that the mailing qualifies for the rates 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 style="text-align: right;"><i>Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.</i></p>		
	Signature of Mailer or Agent		Printed Name of Mailer or Agent Signing Form
			Telephone

USPS Use Only	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 Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled					
	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 annual fee (if required).			Date Mailed Notified	Contact	By (Initials)
	Verifying Employee's Signature			Verifying Employee's Name	Time	PM AM

Nonprofit Standard Mail - Letters and Flats

Part A

Check box if rates are populated in this section.

Automation Rates — Letters and Flats - 3.3 oz. (0.2063 lb.) or Less

Entry	Presort/Automation Discounts	Rate		Number of Pieces	=	Total
None	A1 5-Digit Letter	.114	X	_____	=	\$ _____
	A2 3-Digit Letter	.129	X	_____	=	\$ _____
	A3 AADC Letter	.136	X	_____	=	\$ _____
	A4 Mixed AADC Letter	.144	X	_____	=	\$ _____
	A5 3/5 Flat	.166	X	_____	=	\$ _____
	A6 Basic Flat	.189	X	_____	=	\$ _____
DBMC	A7 5-Digit Letter	.093	X	_____	=	\$ _____
	A8 3-Digit Letter	.108	X	_____	=	\$ _____
	A9 AADC Letter	.115	X	_____	=	\$ _____
	A10 Mixed AADC Letter	.123	X	_____	=	\$ _____
	A11 3/5 Flat	.145	X	_____	=	\$ _____
	A12 Basic Flat	.168	X	_____	=	\$ _____
DSCF	A13 5-Digit Letter	.088	X	_____	=	\$ _____
	A14 3-Digit Letter	.103	X	_____	=	\$ _____
	A15 AADC Letter	.110	X	_____	=	\$ _____
	A16 3/5 Flat	.140	X	_____	=	\$ _____
	A17 Basic Flat	.163	X	_____	=	\$ _____

Part A Total

Part B

Check box if rates are populated in this section.

Presorted Rates — Letters and Flats - 3.3 oz. (0.2063 lb.) or Less

Entry	Presort/Discounts	Rate		Number of Pieces	=	Total
None	B1 3/5 Letter	.153	X	_____	=	\$ _____
	B2 Basic Letter	.165	X	_____	=	\$ _____
	B3 3/5 Flat	.183	X	_____	=	\$ _____
	B4 Basic Flat	.230	X	_____	=	\$ _____
DBMC	B5 3/5 Letter	.132	X	_____	=	\$ _____
	B6 Basic Letter	.144	X	_____	=	\$ _____
	B7 3/5 Flat	.162	X	_____	=	\$ _____
	B8 Basic Flat	.209	X	_____	=	\$ _____
DSCF	B9 3/5 Letter	.127	X	_____	=	\$ _____
	B10 Basic Letter	.139	X	_____	=	\$ _____
	B11 3/5 Flat	.157	X	_____	=	\$ _____
	B12 Basic Flat	.204	X	_____	=	\$ _____

Part B Total

Nonprofit Standard Mail - Letters and Flats

Part C

Check box if rates are populated in this section.

ECR Rates — Letters and Flats - 3.3 oz. (0.2063 lb.) or Less

Entry	Presort/Automation Discounts	Rate		Number of Pieces	=	Total
None	C1 Saturation Letter	.095	X	_____	=	\$ _____
	C2 High Density Letter	.102	X	_____	=	\$ _____
	C3 Basic Letter	.126	X	_____	=	\$ _____
	C4 Basic Auto Letter	.111	X	_____	=	\$ _____
	C5 Saturation Flat	.104	X	_____	=	\$ _____
	C6 High Density Flat	.110	X	_____	=	\$ _____
	C7 Basic Flat	.126	X	_____	=	\$ _____
DBMC	C8 Saturation Letter	.074	X	_____	=	\$ _____
	C9 High Density Letter	.081	X	_____	=	\$ _____
	C10 Basic Letter	.105	X	_____	=	\$ _____
	C11 Basic Auto Letter	.090	X	_____	=	\$ _____
	C12 Saturation Flat	.083	X	_____	=	\$ _____
	C13 High Density Flat	.089	X	_____	=	\$ _____
	C14 Basic Flat	.105	X	_____	=	\$ _____
DSCF	C15 Saturation Letter	.069	X	_____	=	\$ _____
	C16 High Density Letter	.076	X	_____	=	\$ _____
	C17 Basic Letter	.100	X	_____	=	\$ _____
	C18 Basic Auto Letter	.085	X	_____	=	\$ _____
	C19 Saturation Flat	.078	X	_____	=	\$ _____
	C20 High Density Flat	.084	X	_____	=	\$ _____
	C21 Basic Flat	.100	X	_____	=	\$ _____
DDU	C22 Saturation Letter	.063	X	_____	=	\$ _____
	C23 High Density Letter	.070	X	_____	=	\$ _____
	C24 Basic Letter	.094	X	_____	=	\$ _____
	C25 Basic Auto Letter	.079	X	_____	=	\$ _____
	C26 Saturation Flat	.072	X	_____	=	\$ _____
	C27 High Density Flat	.078	X	_____	=	\$ _____
	C28 Basic Flat	.094	X	_____	=	\$ _____

Part C Total

Part D

Check box if rates are populated in this section.

All Letters and Flats More Than 3.3 oz. (0.2063 lb)

Entry	Presort / Automation Discounts	Piece Rate	X	No. of Pieces	=	Pieces Subtotal	PLUS	Pound Rate	X	Pounds	=	Pound Subtotal	=	Total
None	D1 Saturation ECR	.028	X	_____	=	_____		.370	X	_____	=	_____	=	\$ _____
	D2 High Density ECR	.034	X	_____	=	_____		.370	X	_____	=	_____	=	\$ _____
	D3 Basic ECR	.050	X	_____	=	_____		.370	X	_____	=	_____	=	\$ _____
	D4 3/5 Automation	.046	X	_____	=	_____		.584	X	_____	=	_____	=	\$ _____
	D5 Basic Automation	.069	X	_____	=	_____		.584	X	_____	=	_____	=	\$ _____
	D6 3/5 Presort	.063	X	_____	=	_____		.584	X	_____	=	_____	=	\$ _____
	D7 Basic Presort	.110	X	_____	=	_____		.584	X	_____	=	_____	=	\$ _____
DBMC	D8 Saturation ECR	.028	X	_____	=	_____		.270	X	_____	=	_____	=	\$ _____
	D9 High Density ECR	.034	X	_____	=	_____		.270	X	_____	=	_____	=	\$ _____
	D10 Basic ECR	.050	X	_____	=	_____		.270	X	_____	=	_____	=	\$ _____
	D11 3/5 Automation	.046	X	_____	=	_____		.484	X	_____	=	_____	=	\$ _____
	D12 Basic Automation	.069	X	_____	=	_____		.484	X	_____	=	_____	=	\$ _____
	D13 3/5 Presort	.063	X	_____	=	_____		.484	X	_____	=	_____	=	\$ _____
	D14 Basic Presort	.110	X	_____	=	_____		.484	X	_____	=	_____	=	\$ _____
DSCF	D15 Saturation ECR	.028	X	_____	=	_____		.245	X	_____	=	_____	=	\$ _____
	D16 High Density ECR	.034	X	_____	=	_____		.245	X	_____	=	_____	=	\$ _____
	D17 Basic ECR	.050	X	_____	=	_____		.245	X	_____	=	_____	=	\$ _____
	D18 3/5 Automation	.046	X	_____	=	_____		.459	X	_____	=	_____	=	\$ _____
	D19 Basic Automation	.069	X	_____	=	_____		.459	X	_____	=	_____	=	\$ _____
	D20 3/5 Presort	.063	X	_____	=	_____		.459	X	_____	=	_____	=	\$ _____
	D21 Basic Presort	.110	X	_____	=	_____		.459	X	_____	=	_____	=	\$ _____
DDU	D22 Saturation ECR	.028	X	_____	=	_____		.213	X	_____	=	_____	=	\$ _____
	D23 High Density ECR	.034	X	_____	=	_____		.213	X	_____	=	_____	=	\$ _____
	D24 Basic ECR	.050	X	_____	=	_____		.213	X	_____	=	_____	=	\$ _____

For affixed postage mailings, complete piece rate and total based on amount affixed per piece.

Part D Total

Nonprofit Standard Mail - Subject to Surcharge

Part E
Presorted Nonmachinable Letter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less
Rates include \$0.02 nonmachinable surcharge.

Check box if rates are populated in this section.

Entry	Presort/Discounts	Rate		Number of Pieces	=	Total
None	E1 3/5	.173	X	_____	=	\$ _____
	E2 Basic	.185	X	_____	=	\$ _____
DBMC	E3 3/5	.152	X	_____	=	\$ _____
	E4 Basic	.164	X	_____	=	\$ _____
DSCF	E5 3/5	.147	X	_____	=	\$ _____
	E6 Basic	.159	X	_____	=	\$ _____

Part E Total

Part F
Presorted Nonletter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less
Rates include \$0.23 residual shape surcharge.

Check box if rates are populated in this section.

Entry	Presort/Discounts	Rate		Number of Pieces	=	Total
None	F1 3/5	.413	X	_____	=	\$ _____
	F2 Basic	.460	X	_____	=	\$ _____
DBMC	F3 3/5	.392	X	_____	=	\$ _____
	F4 Basic	.439	X	_____	=	\$ _____
DSCF	F5 3/5	.387	X	_____	=	\$ _____
	F6 Basic	.434	X	_____	=	\$ _____

Part F Total

Part G
Presorted Nonletter Rates — Pieces More Than 3.3 oz. (0.2063 lb.)
Rates include \$0.23 residual shape surcharge.

Check box if rates are populated in this section.

Entry	Presort/Discounts	Piece Rate	X	No. of Pieces	=	Pieces Subtotal	PLUS	Pound Rate	X	Pounds	=	Pound Subtotal	=	Total
None	G1 3/5	.293	X	_____	=	_____		.584	X	_____	=	_____	=	\$ _____
	G2 Basic	.340	X	_____	=	_____		.584	X	_____	=	_____	=	\$ _____
DBMC	G3 3/5	.293	X	_____	=	_____		.484	X	_____	=	_____	=	\$ _____
	G4 Basic	.340	X	_____	=	_____		.484	X	_____	=	_____	=	\$ _____
DSCF	G5 3/5	.293	X	_____	=	_____		.459	X	_____	=	_____	=	\$ _____
	G6 Basic	.340	X	_____	=	_____		.459	X	_____	=	_____	=	\$ _____
	G7 Subtract Barcoded Discount					\$0.03 per piece	X			_____ barcoded pieces	=	\$ - _____		

For affixed postage mailings, complete piece rate and total based on amount affixed per piece.

Part G Total

Part H
ECR Nonletter Rates — Pieces 3.3 oz. (0.2063 lb.) or Less
Rates include \$0.20 residual shape surcharge.

Check box if rates are populated in this section.

Entry	Presort /Discounts	Rate		Number of Pieces	=	Total
None	H1 Saturation	.304	X	_____	=	\$ _____
	H2 High Density	.310	X	_____	=	\$ _____
	H3 Basic	.326	X	_____	=	\$ _____
DBMC	H4 Saturation	.283	X	_____	=	\$ _____
	H5 High Density	.289	X	_____	=	\$ _____
	H6 Basic	.305	X	_____	=	\$ _____
DSCF	H7 Saturation	.278	X	_____	=	\$ _____
	H8 High Density	.284	X	_____	=	\$ _____
	H9 Basic	.300	X	_____	=	\$ _____
DDU	H10 Saturation	.272	X	_____	=	\$ _____
	H11 High Density	.278	X	_____	=	\$ _____
	H12 Basic	.294	X	_____	=	\$ _____

Part H Total

Nonprofit Standard Mail - Subject to Surcharge

Part I
ECR Nonletter Rates — Pieces More Than 3.3 oz. (0.2063 lb.)
Piece rates include \$.20 residual shape surcharge.

Check box if rates are populated in this section.

Entry	Presort/Discounts	Piece Rate	X	No. of Pieces	= Pieces Subtotal	PLUS	Pound Rate	X	Pounds	= Pound Subtotal	= Total
None	I1 Saturation	.228	X	_____	= _____		.370	X	_____	= _____	\$ _____
	I2 High Density	.234	X	_____	= _____		.370	X	_____	= _____	\$ _____
	I3 Basic	.250	X	_____	= _____		.370	X	_____	= _____	\$ _____
DBMC	I4 Saturation	.228	X	_____	= _____		.270	X	_____	= _____	\$ _____
	I5 High Density	.234	X	_____	= _____		.270	X	_____	= _____	\$ _____
	I6 Basic	.250	X	_____	= _____		.270	X	_____	= _____	\$ _____
DSCF	I7 Saturation	.228	X	_____	= _____		.245	X	_____	= _____	\$ _____
	I8 High Density	.234	X	_____	= _____		.245	X	_____	= _____	\$ _____
	I9 Basic	.250	X	_____	= _____		.245	X	_____	= _____	\$ _____
DDU	I10 Saturation	.228	X	_____	= _____		.213	X	_____	= _____	\$ _____
	I11 High Density	.234	X	_____	= _____		.213	X	_____	= _____	\$ _____
	I12 Basic	.250	X	_____	= _____		.213	X	_____	= _____	\$ _____

For affixed postage mailings, complete piece rate and total based on amount affixed per piece.

Part I Total

Nonprofit Standard Mail - Heavy Letters

Part J
Automation Heavy Letters
Piece rates include a discount that equals the nonletter piece rate minus the letter piece rate (DMM 243.1.3).

Check box if rates are populated in this section.

Entry	Presort / Automation Discounts	Piece Rate	X	No. of Pieces	= Pieces Subtotal	PLUS	Pound Rate	X	Pounds	= Pound Subtotal	= Total
None	J1 5-Digit	-.006	X	_____	= _____		.584	X	_____	= _____	\$ _____
	J2 3-Digit	.009	X	_____	= _____		.584	X	_____	= _____	\$ _____
	J3 AADC	.016	X	_____	= _____		.584	X	_____	= _____	\$ _____
	J4 Mixed AADC	.024	X	_____	= _____		.584	X	_____	= _____	\$ _____
DBMC	J5 5-Digit	-.006	X	_____	= _____		.484	X	_____	= _____	\$ _____
	J6 3-Digit	.009	X	_____	= _____		.484	X	_____	= _____	\$ _____
	J7 AADC	.016	X	_____	= _____		.484	X	_____	= _____	\$ _____
	J8 Mixed AADC	.024	X	_____	= _____		.484	X	_____	= _____	\$ _____
DSCF	J9 5-Digit	-.006	X	_____	= _____		.459	X	_____	= _____	\$ _____
	J10 3-Digit	.009	X	_____	= _____		.459	X	_____	= _____	\$ _____
	J11 AADC	.016	X	_____	= _____		.459	X	_____	= _____	\$ _____

For affixed postage mailings, complete piece rate and total based on amount affixed per piece.

Part J Total

Part K
ECR Heavy Letters
Piece rates include a discount that equals the nonletter piece rate minus the letter piece rate (DMM 243.1.3).

Check box if rates are populated in this section.

Entry	Presort/Discounts	Piece Rate	X	No. of Pieces	= Pieces Subtotal	PLUS	Pound Rate	X	Pounds	= Pound Subtotal	= Total
None	K1 Saturation	.019	X	_____	= _____		.370	X	_____	= _____	\$ _____
	K2 High Density	.026	X	_____	= _____		.370	X	_____	= _____	\$ _____
	K3 Basic Automation	.035	X	_____	= _____		.370	X	_____	= _____	\$ _____
DBMC	K4 Saturation	.019	X	_____	= _____		.270	X	_____	= _____	\$ _____
	K5 High Density	.026	X	_____	= _____		.270	X	_____	= _____	\$ _____
	K6 Basic Automation	.035	X	_____	= _____		.270	X	_____	= _____	\$ _____
DSCF	K7 Saturation	.019	X	_____	= _____		.245	X	_____	= _____	\$ _____
	K8 High Density	.026	X	_____	= _____		.245	X	_____	= _____	\$ _____
	K9 Basic Automation	.035	X	_____	= _____		.245	X	_____	= _____	\$ _____
DDU	K10 Saturation	.019	X	_____	= _____		.213	X	_____	= _____	\$ _____
	K11 High Density	.026	X	_____	= _____		.213	X	_____	= _____	\$ _____
	K12 Basic Automation	.035	X	_____	= _____		.213	X	_____	= _____	\$ _____

For affixed postage mailings, complete piece rate and total based on amount affixed per piece.

Part K Total

Nonprofit Standard Mail - Subject to Surcharge

Customized MarketMail

Check box if rates are populated in this section.

Part L
Customized MarketMail Rates - Pieces 3.3 oz. (0.2063) or Less
Rates include \$0.23 residual shape surcharge.

	CMM Rate	X	Number of Pieces	=	Total	Part L Total
L1 Basic	.460	X	_____	=	\$ _____	

Repositionable Notes

Part M
Repositionable Notes (RPN) —
Rates include only cost of RPN, it does not include applicable postage charges, if using RPNS, all pieces in mailing must include RPNs.

Check box if rates are populated in this section.

	RPN Rate	X	Number of Pieces	=	Total RPN Fee	Part M Total
M1 Repositionable Notes (Standard Mail)	.015	X	_____	=	\$ _____	

Check box if rates are populated in this section.

Extra Services

Part S *Check box if rates are populated in this section.*
Extra Services S4 - S5 are available only if mail includes residual shape surcharge (Parts F, G, H & I).

	Domestic Service	Fee	X	Number of Pieces	=	Total
S4	Delivery Confirmation <i>(electronic option only)</i>	.13	X	_____	=	\$ _____
S5	Insured Mail <i>(bulk only)</i>	_____	X	_____	=	\$ _____

Part S Total

Standard Mail - Instructions

STEP 1: Complete the Mailer and Mailing sections.

STEP 2: Before proceeding to the Postage section, go to parts A - M and S. Select and complete the part(s) that pertain to your mailing. Only complete the part(s) necessary to be included in the Postage Section.

The information described below will assist you in determining which parts to complete:

Parts A - D: Letters and Flats

Part A: Complete for Automation Rate Letters and Flats. Enter total in Part A total box.

Part B: Complete for Presorted Rate Letters and Flats. Enter total in Part B total box.

Part C: Complete for ECR Rate Letters and Flats. Enter total in Part C total box.

Part D: Complete for Letters and Flats more than 3.3 oz. (0.2063 lb). Enter total in Part D total box.

Parts E - I: Subject to Surcharge

Part E: Complete for Presorted Letter Rates. Enter total in Part E total box.

Part F: Complete for Presorted Nonletter Rates. Enter total in Part F total box.

Part G: Complete for Presorted Rates more than 3.3 oz (0.2063 lb). Enter total in Part G box.

Part H: Complete for ECR Nonletter Rates. Enter total in Part H total box.

Part I: Complete for ECR Nonletter Rates more than 3.3 oz (0.2063 lb). Enter total in Part I total box.

Parts J - K: Heavy Letters

Part J: Complete for Automation Heavy Letters. Enter total in Part J total box.

Part K: Complete for ECR Heavy Letters. Enter total in Part K total box.

Part L: Customized Market Mail Rates - Enter total in Part L total box.

Part M: Repositionable Notes (RPN) - Enter total in Part M total box.

Part S: Extra Services - Enter total in Part S total box.

STEP 3: Once completed, return to the Postage section on the front page. Check all applicable parts completed. Enter the Totals for each part and total.

STEP 4: Read and sign the Certification section, including your telephone number.

STEP 5: Complete the postage statement by attaching all completed sections together. (Do not include blank forms).

Rounding numbers: Multiply the rate times the number of pieces. Intermediate postage figures are rounded off to four decimal places for permit imprint mailings and three decimal places for precanceled stamp and metered mailings. Figures on all postage lines except "Total Postage" are considered intermediate postage. Total postage is rounded off to two decimal places.