

postal|bulletin

PUBLISHED SINCE MARCH 4, 1880

Our 2014 Promotions Give Mailers Options Throughout the Year

**MAIL
AND
DIGITAL
WORKS.**

See page 3

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Claiming Exempt Status
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USPS National Emergency Hotline
Is your facility operating? Call 888-363-7462



Cover Story

2014 Mailing Promotions

The general intent of all the 2014 promotions is to increase the value of transactional and direct mail and sustain its long-term growth. These promotions create excitement about mail by encouraging our customers to embrace best practices while discovering new technologies. By participating, mailers will have the opportunity to receive postage discounts. These promotions encourage innovations and keep mail in the minds of marketers, while showing customers we want their business.

Mobile Technology Promotions

These promotions build upon previous promotions and continue our strategy of encouraging mailers to integrate direct mail with mobile technology using best practices in mobile marketing:

- Branded Color Mobile Technology Promotion.
- Emerging Technology Featuring NFC Promotion.
- Mail Drives Mobile Commerce Promotion.

Technology Drives Relevance

These promotions leverage the value of innovative direct mail techniques that are less widely used, but have been shown to increase the effectiveness of mail campaigns:

- Color Print in First-Class Mail Transactions Promotion.
- Mail and Digital Personalization Promotion.

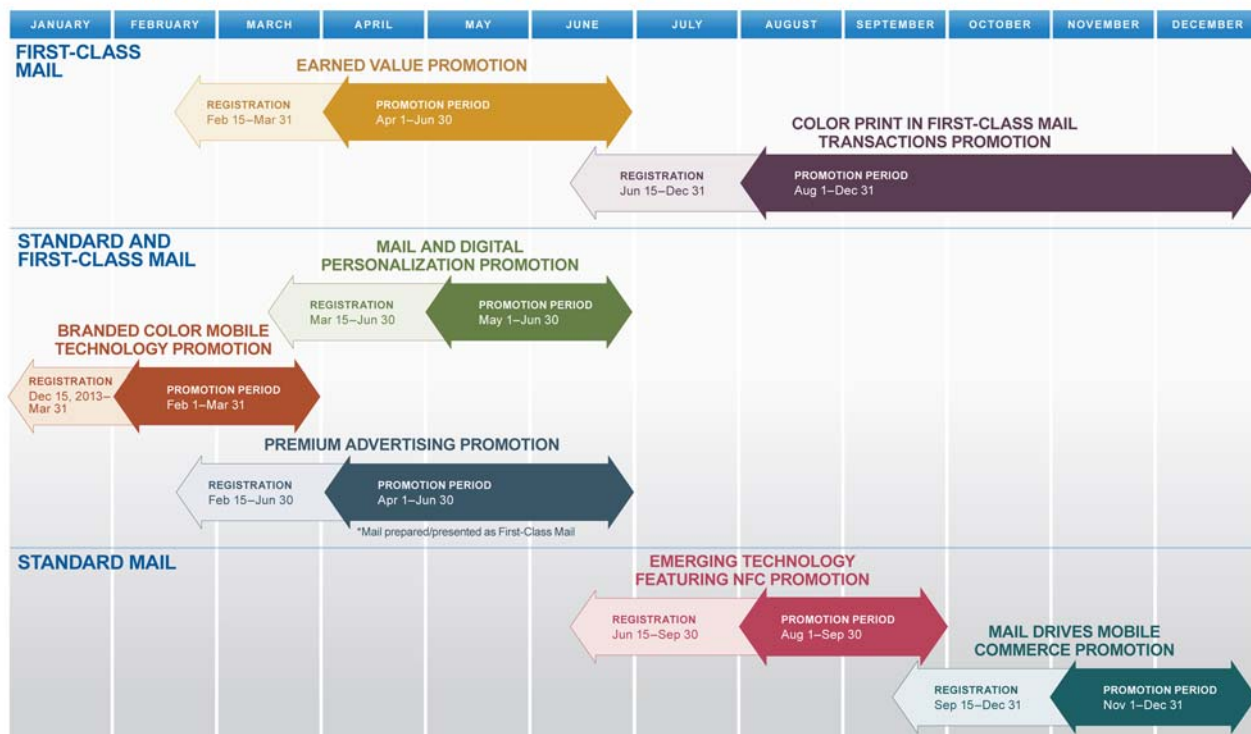
Leverage Value of First-Class Mail

These promotions are intended to slow the declining volume trends for First-Class Mail®. As technology continues to disrupt the mail volume, the Postal Service™ will ensure reply mail, transactional mail, and First-Class Mail advertising remain a relevant part of the First-Class Mail marketing mix:

- Premium Advertising Promotion.
- Earned Value Promotion.



USPS® 2014 PROMOTIONS CALENDAR



For more information, visit <https://ribbs.usps.gov/index.cfm?page=mobilebarcode>

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This first promotion for 2014 is the **Branded Color Mobile Technology Promotion (February 1–March 31, 2014 — Registration currently open)**. This promotion encourages mailers to push the envelope and expand their mobile technology usage beyond basic QR codes. Through participation, mailers will have the opportunity to receive an upfront postage discount on qualifying mailpieces that use creative elements, such as color and/or graphics, in their mobile print technology.

All qualifying mail must contain a mobile barcode or equivalent mobile print technology that, when scanned by a mobile device, leads to a mobile-optimized experience.

The mobile barcode must be functional and incorporate **one** of the following:

- 2 or more colors (*other than* black, white, or gray).
- A trademark or graphic that includes a color or multiple colors (*other than* black, white, or gray).

The mobile technology could also potentially incorporate other non-intrusive options that do not interfere with the creative value of the printed mailpiece. A color image embedded with a digital watermark or intelligent print image recognition would meet this requirement.

Premium Advertising Promotion (April–June 2014)

This promotion encourages existing high-volume mail advertisers to use First-Class Mail as a marketing vehicle by offering an upfront discount on First-Class Mail presort postage for mailpieces composed entirely of marketing or advertising content.

Earned Value Reply Mail Promotion (April–June 2014) This promotion encourages mailers to use First-Class Mail as a primary reply mechanism for their customers. Mailers earn a credit on each reply piece returned during the promotion period. At the end of the promotion, the credit amount will be applied to the mailer's Permit account for use in future mailings of First-Class Mail Presort and

automation cards, letters, and flats, and Standard Mail letters and flats.

Mail and Digital Personalization Promotion (May–June 2014) This promotion enhances the value of mail by encouraging mailers to increase relevance to individual mail receivers through customized mailpieces and web pages. Both the mailpiece and PURL/website must be personalized or highly customized to qualify for this promotion.

Emerging Technology Featuring NFC Promotion (August–September 2014) This promotion encourages the integration of mail and cutting edge mobile technology by providing an upfront discount on mailpieces using Near Field Communication (NFC) and other qualifying emerging technologies that lead to a mobile experience.

Color Print in First-Class Mail Transactions Promotion (August–December 2014) This promotion encourages producers of bills and statements to create a greater connection and response from consumers by using dynamic or variable color ink on bills and statements. The color messaging must be for marketing or consumer information purposes, and be printed within the bill or statement contents, *not* on an addendum or separate page.

Mail Drives Mobile Commerce Promotion (November–December 2014) This promotion encourages marketers and retailers to use mobile purchasing technology with direct mail and catalogs to facilitate state-of-the-art mobile purchases. This promotion also includes features that encourage businesses to use USPS shipping products.

For more information on the 2014 Mailing Promotions Calendar, visit: <https://ribbs.usps.gov/index.cfm?page=mobilebarcode>.

— *Direct Mail and Periodicals,
New Products and Innovation, 1-9-14*

Policies, Procedures, and Forms Updates

Manuals

DMM Revision: Additional and Extra Services

Effective March 3, 2014, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) section 503 and other related sections to consolidate and reduce redundancy within standards for extra services. The Postal Service continues its efforts to simplify mailing standards, and these revisions that consolidate unnecessary duplication of extra service references support this endeavor (without changing the overall standards).

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

	*	*	*	*	*
100	Retail Mail				
	*	*	*	*	*
110	Priority Mail Express				
	*	*	*	*	*
113	Prices and Eligibility				
	*	*	*	*	*
4.0	Service Features of Priority Mail Express				
4.1	General				
	***Customers may access proof of delivery information for Priority Mail Express as follows:				
	*	*	*	*	*
	<i>[Revise item b to read as follows:]</i>				
	b. Bulk proof of delivery is available only to mailers using Priority Mail Express Manifesting under 503.7.0.				
	*	*	*	*	*
200	Commercial Letters & Cards				
	*	*	*	*	*
210	Priority Mail Express				
	*	*	*	*	*
213	Prices and Eligibility				
	*	*	*	*	*
4.0	Service Features of Priority Mail Express				
	*	*	*	*	*

4.1 General

***Customers may access proof of delivery information for Priority Mail Express as follows:

* * * * *

[Revise item b to read as follows:]

- b. Bulk proof of delivery is available only to mailers using Priority Mail Express Manifesting under 503.7.0.

* * * * *

230 First-Class Mail

* * * * *

233 Prices and Eligibility

* * * * *

3.0 Basic Standards for First-Class Mail Letters

* * * * *

3.2 Defining Characteristics

* * * * *

[Revise the title and text of 3.2.4 to read as follows:]

3.2.4 Extra Services

Extra services are available for First-Class Mail as provided in 503.1.0.

* * * * *

[Delete 3.2.5, Additional Extra Services, in its entirety.]

* * * * *

240 Standard Mail

* * * * *

243 Prices and Eligibility

* * * * *

3.0 Basic Standards for Standard Mail Letters

* * * * *

3.2 Defining Characteristics

* * * * *

3.2.6 Extra Services

[Revise the text of 3.2.6 to read as follows:]

Extra services are available with Standard Mail as provided in 503.1.0.

* * * * *

300 Commercial Flats

* * * * *

310 Priority Mail Express

* * * * *

313 Prices and Eligibility

* * * * *

4.0 Service Features of Priority Mail Express**4.1 General**

***Customers may access proof of delivery information for Priority Mail Express as follows:

* * * * *

[Revise item b to read as follows:]

- b. Bulk proof of delivery is available only to mailers using Priority Mail Express Manifesting under 503.7.0.

* * * * *

330 First-Class Mail

* * * * *

333 Prices and Eligibility

* * * * *

3.0 Eligibility Standards for First-Class Mail Flats

* * * * *

3.2 Defining Characteristics

* * * * *

[Revise the title and text of 3.2.4 to read as follows:]

3.2.4 Extra Services

Extra services are available for First-Class Mail under 503.1.0.

[Delete 3.2.5, Additional Extra Services, in its entirety.]

* * * * *

340 Standard Mail

* * * * *

343 Prices and Eligibility

* * * * *

3.0 Basic Standards for Standard Mail Flats

* * * * *

3.2 Defining Characteristics

* * * * *

3.2.6 Extra Services

[Revise the text of 3.2.6 to read as follows:]

Extra services are available with Standard Mail as provided in 503.1.0.

* * * * *

410 Priority Mail Express

* * * * *

413 Prices and Eligibility

* * * * *

4.0 Service Features of Priority Mail Express**4.1 General**

***A delivery record, including the addressee's signature (see 415.2.2 and 415.2.3), will be faxed or mailed upon request. Customers may access proof of delivery information for Priority Mail Express as follows:

* * * * *

[Revise item b to read as follows:]

- b. Bulk proof of delivery is available only to mailers using Priority Mail Express Manifesting under 503.7.0.

* * * * *

430 Commercial Parcels First-Class Package Service

* * * * *

433 Prices and Eligibility

* * * * *

3.0 Basic Standards for First-Class Package Service Parcels

* * * * *

3.2 Defining Characteristics

* * * * *

[Revise the title and text of 3.2.3 to read as follows:]

3.2.3 Additional and Extra Services

Extra services are available for First-Class Package Service parcels under 503.1.0 and for Hold for Pickup service under 508.7.0.

* * * * *

440 Standard Mail

* * * *

443 Prices and Eligibility

* * * *

3.0 Basic Standards for Standard Mail Parcels

* * * *

3.2 Defining Characteristics

* * * *

[Delete 3.2.8, Extra Services, in its entirety (this is covered more appropriately in 4.5.1).]

[Renumber current 3.2.9 through 3.2.10 as new 3.2.8 through 3.2.9.]

* * * *

4.0 Price Eligibility for Standard Mail

* * * *

4.5 Extra Services for Standard Mail

[Revise the title and text of 4.5.1 to read as follows:]

4.5.1 Extra Services

Extra services are available with Standard Mail under 503.1.0.

* * * *

450 Parcel Select

* * * *

453 Prices and Eligibility

* * * *

3.0 Price Eligibility for Parcel Select and Parcel Select Lightweight

* * * *

3.4 Parcel Select Lightweight

Parcel Select Lightweight mailings are subject to the following criteria:

* * * *

[Revise 3.4 item c to read as follows:]

- c. Extra services are available with Parcel Select Lightweight under 503.1.0.

* * * *

[Revise the title of 503, Extra Services, to read as follows:]

503 Extra and Additional Services

[Renumber current items 1.0 through 15.0 as new items 2.0 through 16.0, then insert new item 1.0 to read as follows:]

1.0 Basic Standards for Extra Services**1.1 Description**

Extra services described in 2.0 through 14.0 provide optional services for mailpieces such as insurance coverage, restricted delivery, and evidence of mailing or delivery (including addressee signatures). Mailers can access delivery information for extra services under 1.9.

1.2 Fees and Postage

Extra Service fees are charged per piece in addition to correct postage. See Notice 123 — *Price List*.

1.3 Paying Fees and Postage

Except for Registered Mail items returned under merchandise return service in 505.3.0, and official mail of federal government agencies collected under 703.7.0 (for Department of State, see 703.3.0), postage and extra service fees are paid at the time of mailing. Unless otherwise restricted by standards, extra service fees may be paid using precanceled stamps (except for Registered Mail and items with USPS Tracking or Signature Confirmation), ordinary postage stamps, metered or PC Postage indicia, or by permit imprint.

1.4 Matter Eligible for Extra Services**1.4.1 Eligible Matter**

One or more of the following extra or additional services may be added at the time of mailing, if the standards for the services are met and the applicable fees are paid, as follows:

Exhibit 1.4.1 Eligible Matter — Domestic Destinations

Extra Service	Eligible Mail Class	Additional Combined Services (Also see the standards for each service.)
Registered Mail (see 503.2 for additional standards)	Priority Mail First-Class Mail First-Class Package Service	Collect on Delivery (COD) USPS Tracking Signature Confirmation Restricted Delivery Return Receipt
Certified Mail (see 503.3 for additional standards)	Priority Mail First-Class Mail First-Class Package Service	Return Receipt¹ Restricted Delivery¹ Adult Signature Required² Adult Signature Restricted Delivery² ¹ Not available with Adult Signature. ² With Priority Mail only.
Insurance (see 503.4 for additional standards) Note: Priority Mail Express includes \$100.00 of insurance and Priority Mail includes either \$100.00 or \$50.00 of insurance; see 503.4.	Priority Mail Express Priority Mail Priority Mail-Critical Mail First-Class Mail First-Class Package Service Standard Post Bound Printed Matter Library Mail Media Mail Parcel Select Parcel Select Lightweight¹ Standard Mail (parcels only)¹ ¹ Bulk insurance only.	USPS Tracking Signature Confirmation Special Handling Adult Signature Required Adult Signature Restricted Delivery Return Receipt for Merchandise¹ Restricted Delivery² Return Receipt² Parcel Airlift (PAL) (see 703.2) ¹ If insured for \$200.00 or less. ² If insured for over \$200.00.
Certificate of Mailing (see 503.5 for additional standards) Note: Form 3817 or Form 3877 for individual pieces only; Form 3606 for identical weight mailings only.	Priority Mail First-Class Mail First-Class Package Service Standard Post Parcel Select¹ Parcel Select Lightweight¹ Standard Mail¹ Bound Printed Matter Library Mail Media Mail Parcel Return Service² ¹ Form 3606 only. ² Form 3817 or Form 3877 only.	Special Handling Parcel Airlift (PAL) (see 703.2)
Return Receipt (see 503.6 for additional standards)	Priority Mail Express (Form 3811 only) Priority Mail¹ First-Class Mail¹ First-Class Package Service¹ Standard Mail parcels² Parcel Select Lightweight² Standard Post³ Bound Printed Matter³ Library Mail³ Media Mail³ ¹ If purchased with Certified Mail, COD, insurance over \$200.00, or Registered Mail. ² If purchased with bulk insurance over \$200.00. ³ If purchased with COD or insurance over \$200.00.	USPS Tracking Restricted Delivery Signature Confirmation Special Handling Adult Signature Parcel Airlift (PAL) (see 703.2)

Extra Service	Eligible Mail Class	Additional Combined Services (Also see the standards for each service.)
Restricted Delivery (see 503.8 for additional standards)	Priority Mail¹ First-Class Mail¹ First-Class Package Service¹ Standard Mail (parcels only)² Standard Post³ Parcel Select³ Parcel Select Lightweight² Bound Printed Matter³ Library Mail³ Media Mail³ ¹ If purchased with Certified Mail, COD, insurance over \$200.00, or Registered Mail. ² If purchased with bulk insurance over \$200.00. ³ If purchased with COD or insurance over \$200.00.	USPS Tracking Signature Confirmation Special Handling Parcel Airlift (PAL) (see 703.2)
Adult Signature Required Adult Signature Restricted Delivery (see 503.9 for additional standards)	Priority Mail Express Priority Mail Priority Mail-Critical Mail Parcel Select Nonpresort	Certified Mail¹ Insurance Return Receipt² Hold For Pickup (under 508.7) ¹ With Priority Mail only. ² With Priority Mail Express, Priority Mail, and Critical Mail only (Form 3811).
Return Receipt for Merchandise (see 503.10 for additional standards)	Priority Mail Standard Mail (machinable and irregular parcels only) Parcel Select Standard Post Bound Printed Matter Library Mail Media Mail	USPS Tracking Insurance¹ Special Handling Parcel Airlift (PAL) (see 703.2) ¹ If insured for \$200.00 or less.
USPS Tracking (see 503.11 for additional standards) Note: USPS Tracking may be provided at no additional charge when applicable standards are met.	Priority Mail¹ Priority Mail-Critical Mail¹ First-Class Mail (parcels only)³ First-Class Package Service^{1, 2} Standard Post¹ Bound Printed Matter Library Mail Media Mail Standard Mail (parcels only)² Parcel Select ¹ Included at no additional charge. ² Electronic option only. ³ Included at no additional charge for electronic option.	Insurance Collect on Delivery (COD) Registered Mail Restricted Delivery¹ Return Receipt¹ Return Receipt for Merchandise Special Handling ¹ If purchased with insurance over \$200.00, COD, or Registered Mail.
Signature Confirmation (see 503.12 for additional standards)	Priority Mail Priority Mail-Critical Mail First-Class Mail (parcels only)¹ First-Class Package Service¹ Standard Post Parcel Select Bound Printed Matter Library Mail Media Mail ¹ Electronic option only.	Collect on Delivery (COD) Insurance Registered Mail Restricted Delivery¹ Return Receipt¹ (Form 3811) Special Handling ¹ If purchased with insurance over \$200.00, COD, or Registered Mail.

Extra Service	Eligible Mail Class	Additional Combined Services (Also see the standards for each service.)
Collect on Delivery (COD) (see 503.13 for additional standards)	Priority Mail Express (1-Day and 2-Day only) Priority Mail First-Class Mail Standard Post Parcel Select Bound Printed Matter Library Mail Media Mail	USPS Tracking¹ Registered Mail Restricted Delivery Return Receipt Signature Confirmation¹ Special Handling Hold For Pickup (under 508.7) ¹ Not available for purchase with Priority Mail Express COD.
Special Handling (see 503.14 for additional standards)	Priority Mail First-Class Mail First-Class Package Service Standard Post Parcel Select Bound Printed Matter Library Mail Media Mail	Collect On Delivery (COD) USPS Tracking Insurance Return Receipt for Merchandise Signature Confirmation Parcel Airlift (PAL) (under 703.2)

1.4.2 Offshore Domestic Destinations

As provided for the classes of mail under 1.4.1, and unless otherwise restricted (see “Overseas Military/Diplomatic Mail” section of the *Postal Bulletin*), extra services are available for mail addressed to APO, FPO, and DPO destinations, and to ZIP Codes in U.S. territories, possessions, or Freely Associated States listed in 608.2.0, as follows:

Exhibit 1.4.2 Eligible Matter-Offshore Domestic Destinations

Extra Service	APO/FPO/DPO	U.S. Territories (See 608.2 for list of destinations and additional information.)	Freely Associated States (See 608.2 for list of destinations and additional information.)
Registered Mail (see 503.2.0)	Limited ^{1*} ¹ Available only to select APO/FPO/DPO destinations. *Mailers may not always receive online information regarding an event scan.	Yes	Yes
Certified Mail (see 503.3.0)	Yes	Yes	Yes
Insurance (see 503.4.0)	Yes	Yes	Yes
Certificate of Mailing (see 503.5.0)	Yes	Yes	Yes
Return Receipt (see 503.6.0)	Yes (Form 3811 or 3811-A by mail only.)	Yes (Form 3811 or 3811-A by mail only.)	Yes (Form 3811 or 3811-A by mail only.)
Restricted Delivery (see 503.8.0)	Yes¹	Yes¹	Yes¹
Adult Signature (see 503.9.0)	Limited ¹ ¹ Available to select APO/FPO/DPO destinations.	Yes	Excludes Palau, Marshall Islands, and the Federated States of Micronesia (ZIP Codes 96939-96944, 96960, 96970).
Return Receipt for Merchandise (see 503.10)	Yes	Yes	No
USPS Tracking (see 503.11)	Limited* * Availability of electronic information regarding an event scan may be limited.	Yes	Excludes Palau, Marshall Islands, and the Federated States of Micronesia (ZIP Codes 96939-96944, 96960, 96970).
Signature Confirmation (see 503.12)	Limited* * Availability of electronic information regarding an event scan may be limited.	Yes	Excludes Palau, Marshall Islands, and the Federated States of Micronesia (ZIP Codes 96939-96944, 96960, 96970).

1.4.3 Domestic Returns

Extra services for return mailpieces are available as follows:

Exhibit 1.4.3, Eligible Matter-Domestic Returns

Return Service	Eligible Extra Services (paid by permit holder)	Eligible Extra Services (paid by permit holder or sender)
Priority Mail Return Service First-Class Package Return Service Ground Return Service (see 505.4 for additional standards)	None	Insurance (up to \$200 at retail)
Merchandise Return Service ¹ (see 505.3 for additional standards)	Registered Mail Insurance¹ USPS Tracking Return Receipt for Merchandise Special Handling ¹ Insurance may be combined with USPS Tracking or Special Handling or both.	Registered Mail Insurance¹ USPS Tracking Return Receipt for Merchandise Special Handling Certificate of Mailing ¹ Insurance may be combined with USPS Tracking or Special Handling or both.
Parcel Return Service (see 505.5 for additional standards)	None	Certificate of Mailing ¹ ¹ Individual pieces using Form 3817 or Form 3877 only.

* * * * *

1.5 Mailing

1.5.1 Where to Mail

Some extra services may be purchased online or mailpieces may be presented to a retail employee at a Post Office, station, or branch (including any authorized contractor). Except for Registered Mail (see 2.0), COD (see 13.0), and Adult Signature (see 9.2), items with postage and extra service fees affixed may be placed in, but not on, a Post Office maildrop, a street letterbox, or a rural mailbox, or may be given to the carrier (for that delivery address). A mailer may schedule a Pickup on Demand, or schedule a Package Pickup using www.usps.com for items bearing extra services (except for Registered Mail, COD, and Adult Signature in certain circumstances); however a physical scan must be received from the USPS as evidence of acceptance (See 1.10 for obtaining mailing receipts for extra service items). Items with extra services bearing a permit imprint must be accepted at the Post Office that issued the permit, at a time and place designated by the Postmaster, except as provided for plant-verified drop shipments.

1.5.2 Presenting to Rural Carriers

Mail with extra services may be presented to rural carriers for mailing. When Registered Mail, Insured Mail, Certificate of Mailing, Collect on Delivery (COD), and Adult Signature in certain circumstances, is desired, additional conditions under the standards for the extra service must be met. The USPS is not liable for any article or money left in a rural mailbox until the carrier issues a receipt.

1.6 Refunds

See 604.9.0 for eligible refunds for extra service fees.

1.7 Forms and Labels

1.7.1 Retail Forms and Labels

Mailers must use USPS-provided retail PS Forms or Labels (see forms at <http://pe.usps.gov/>) when purchasing extra services or privately printed forms, labels, or barcoded shipping labels under 1.7.2.

1.7.2 Privately Printed Forms or Labels

If authorized, a mailer may use privately printed extra service forms and labels for domestic mail only, if the forms and labels are nearly identical in design elements and color to the USPS form, with an Intelligent Mail package barcode (IMpb) and human-readable numbers that meet USPS specifications in 708.5.0. Mailers must send samples to the National Customer Service and Support Center for certification. Customers affixing both a barcoded address label and a barcoded extra service label must ensure that the barcodes on both labels match. Mailers generating shipping labels bearing an IMpb must also affix the appropriate colored non-barcoded, color-coded label for Registered Mail (under 2.1.2) or Certified Mail (under 3.2.1). For mailers printing their own barcodes, which requires sending electronic shipping services files, see 708.5.0.

1.7.3 Intelligent Mail Package Barcodes

A correct Intelligent Mail package barcode (IMpb) is required on items for which extra services are paid.

1.7.4 Acceptance

Customers must also meet the following requirements when presenting mail bearing an extra service IMpb for acceptance:

- a. Presorted or permit imprint mailings containing pieces with extra services must be presented to a Post Office business mail entry unit (BMEU) or authorized detached mail unit (DMU).
- b. Mailers who use the electronic option or print their own labels must submit a copy of their original Form 3152 with their first mailing. Mailers should keep the certification form on file. If requested by the USPS after the first mailing, the form must be presented within 24 hours. Mailers who wish to obtain an electronic entry scan must submit either Form 3152, or Form 5630, with each mailing to include the electronic file number associated with that mailing. The electronic file number on the form must be in either a barcode format (preferred) or written on the form. Mailers of single-piece price mail with postage affixed using the electronic option price are not required to submit Form 3152.

1.8 Obtaining Delivery Information and Delivery Records

Delivery records for extra services are available as follows:

- a. Information by article number can be retrieved at www.usps.com or by calling 800-222-1811. A proof of delivery letter (including addressee's signature, when applicable) may be provided by email.
- b. Bulk proof of delivery (7.0) is available to mailers using privately printed labels. Customers receiving bulk proof of delivery obtain signature data in a signature extract file format.
- c. Return receipt (Form 3811 or electronic option) may be purchased at the time of mailing, or Form 3811-A after mailing under 6.0.

1.9 Delivery

1.9.1 Basic Standards

Delivery of mail with extra services that require an addressee's signature is subject to 508.1.0 and 508.2.0. Delivery of Registered Mail (under 2.0) and Collect on Delivery (COD) (under 13.0) are also subject to additional standards for delivery.

1.10 Receipts

The mailer receives a USPS sales receipt and the postmarked (round-dated) extra service form for services purchased at retail channels. The mailer must provide the receipt when submitting an insurance claim or filing an inquiry. For articles mailed via PC Postage or other online

services, the mailer may access a computer printout online that identifies the applicable extra service number, total postage paid, insurance fee amount, declared value, declared mailing date, origin ZIP Code, and delivery ZIP Code. For three or more pieces with extra services presented for mailing at one time, the mailer may use Form 3877 (firm sheet) or privately printed firm sheets in lieu of the receipt portion of the individual form. All entries made on firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. Obliterate all unused portions of the addressee column with a diagonal line. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be approved by the local Postmaster. The mailer may omit columns from privately printed Form 3877 that are not applicable to extra service requested. If the mailer wants the firm sheets receipted by the USPS (postmarked), the mailer must present the books with the articles to be mailed at a Post Office. The sheets of the books become the mailer's receipts. For Registered Mail and COD, the mailer submits the forms in duplicate and receives one copy as a mailing receipt after the entries are verified by the postal employee accepting the mailing.

1.11 USPS Mailing Records

Except for Registered Mail and COD items, the USPS keeps no mailing records for pieces bearing extra services.

2.0 Registered Mail

[Delete previously renumbered 2.1, Registered Mail Fees, in its entirety, then renumber previously renumbered 2.2 through 2.6 as new 2.1 through 2.5, then revise the title and text of newly renumbered 2.1 to read as follows:]

2.1 Basic Information

2.1.1 Description

Registered Mail is the most secure service that the USPS offers. It incorporates a system of receipts to monitor the movement of the mail from the point of acceptance to delivery. Registered Mail provides the sender with a mailing receipt and, upon request, electronic verification that an article was delivered or that a delivery attempt was made. Customers can retrieve the delivery status as provided in 1.9. USPS maintains a record of delivery (which includes the recipient's signature) for two years. Customers may obtain a delivery record by purchasing a return receipt (6.0). Customers purchasing electronic return receipt service at the time of mailing may also receive bulk proof of delivery (7.0). Postal insurance is included in the fee for articles with a value of at least \$0.01 up to a maximum insured value of \$25,000. Postal insurance is not available for articles with no value (\$0.00). The fees for articles valued over \$25,000 include insurance up to \$25,000, and increasingly higher fees for handling costs. The face (address side) of a regis-

tered article must be at least 5 inches long and 3-1/2 inches high, regardless of thickness. Registration may not be obtained for the following item if:

- a. Sent as business reply mail or in a business reply envelope
- b. Addressed to a Post Office to which it cannot be transported safely.
- c. Prepared improperly or packed inadequately to withstand normal handling (see 1.4.7, Fragile Item).
- d. Tied or fastened with one or more articles, unless enclosed in the same envelope or wrapper.
- e. Presented for mailing in a padded envelope; envelope or mailer manufactured of spun-bonded olefin, such as Tyvek; plastic envelope or mailer; or envelope or mailer made of glossy-coated paper.
- f. Critical Mail.

[Delete newly renumbered 2.1.2, Eligible Matter, in its entirety (context of text deleted is relocated to revised items 2.1.1 and 1.0), then add new 2.1.2 as follows:]

2.1.2 Label 200

Registered Mail must bear the barcoded red Label 200 (see forms at <http://pe.usps.gov/>), or a non-barcoded red Label 200-N when a mailer-generated shipping label bearing an IMpb, under 708.5, is also affixed on the same mailpiece. Mailers must place the applicable label above the delivery address and to the right of the return address, or to the left of the delivery address on parcels. If authorized, a mailer may use a privately printed Label 200 under the standards in 1.8).

[Revise the title of newly renumbered 2.1.3, Place of Mailing, to read as follows:]

2.1.3 Mailing

* * * * *

[Delete newly renumbered 2.1.4, Ineligible Matter (context of deleted text relocated to 2.2.1), and 2.1.5, Additional Services (context of text relocated to 1.0), in their entirety.]

2.2 Fees and Liability

[Revise the title of newly renumbered 2.2.1, Full Value, to read as follows:]

2.2.1 Declaring Full Value

[Revise the introductory text of newly renumbered 2.2.1 to read as follows and retain MAIL MATTER/VALUE TO BE DECLARED chart as it is currently:]

The mailer must always declare the item's full value (see chart below) to the USPS (by stating it to the USPS clerk or

entering it on the firm sheet, if a firm mailer) when presenting it for registration and mailing. Private insurance carried on Registered Mail does not modify the requirements for declaring the full value. The accepting USPS employee may ask the mailer to show that the full value of the matter presented is declared, and may refuse to accept the matter as Registered Mail if a satisfactory declaration of value is not provided. Only articles of no value may be mailed as Registered Mail without insurance.

* * * * *

[Revise the title and text of newly renumbered 2.2.2, Fee and Postage, to read as follows:]

2.2.2 Fees Paid by Permit Imprint

When Registered Mail fees are paid by permit imprint, the exact amount of postage and fees paid must be shown within the permit imprint, except for pieces in a manifest mailing where only the registry fee must be shown.

[Delete newly renumbered 2.2.3, Postal Insurance (text relocated to 2.1.1, 2.2.4, Refund (context of text relocated to 1.6 and under 604.9.2), in their entirety, then renumber newly renumbered 2.2.5 through 2.2.7 as new 2.2.3 through 2.2.5.)]

2.3 Mailing

[Delete newly renumbered 2.3.1, USPS, in its entirety (context of text relocated to 2.2.3), then renumber newly renumbered 2.3.2 through 2.3.10 as new 2.3.1 through 2.3.9.]

* * * * *

[Delete newly renumbered 2.3.3, Label 200 and Exhibit 2.3.3 Label 200 (content of text moved to 2.1.2), and 2.3.4, Privately Printed Label 200 (content of text moved to 1.7.2), then renumber previously renumbered 2.3.5 through 2.3.9 as new 2.3.3 through 2.3.7.]

* * * * *

2.3.3 Sealing

[Revise newly renumbered 2.3.3 by adding a new second sentence to read as follows:]

USPS employees are not permitted to help customers prepare or seal mail to be registered.

* * * * *

[Delete newly renumbered 2.3.6, Firm Sheet (context of text relocated to 1.7.2), and 2.3.7, Redirection of Mail (context of text provided under 507.5.0), in their entirety.]

* * * * *

[Revise the title of newly renumbered 2.4, Delivery, to read as follows:]

2.4 Additional Standards for Delivery

[Revise the title and text of newly renumbered 2.4.1 to read as follows:]

2.4.1 Safe Delivery

In addition to the basic standards for delivery under 1.9.1, the Postmaster may require the addressee to call for Registered Mail at the Post Office, if delivery by carrier would not be safe.

* * * * *

3.0 Certified Mail

[Delete previously renumbered 3.1 in its entirety, then renumber previously renumbered 3.2 and 3.3 as new 3.1 and 3.2.]

3.1 Basic Information

[Revise the text of newly renumbered 3.1 to read as follows:]

Certified Mail service provides the sender with a mailing receipt and, upon request, electronic verification that an article was delivered or that a delivery attempt was made. Customers can retrieve the delivery status as provided in 1.9. Certified Mail is dispatched and handled in transit as ordinary mail. Except when Priority Mail pieces have included insurance coverage, no insurance coverage is provided when purchasing Certified Mail service. USPS maintains a record of delivery (which includes the addressee's, or their agent's, signature) for a two year period. Customers may obtain a delivery record by purchasing a return receipt (6.0). Customers purchasing an electronic return receipt at the time of mailing may also receive bulk proof of delivery (7.0).

[Delete newly renumbered 3.1.2, Eligible Matter, 3.1.3, Additional Services, and 3.1.4, Delivery Record, in their entirety (context of deleted text relocated to new 1.0.)]

3.2 Mailing

[Delete newly renumbered 3.2.1, Where to Mail (context of deleted text relocated to 1.5), and 3.2.2, Available Destinations (context of deleted text relocated to 1.0), in their entirety, then renumber 3.2.3 through 3.2.6 as new 3.2.1 through 3.2.4.]

* * * * *

3.2.1 Form 3800

[Revise the text of newly renumbered 3.2.1 to read as follows:]

Certified Mail must bear the barcoded green label part of the Form 3800 (see forms at <http://pe.usps.gov/>), or a non-barcoded green Label 3800-N when a mailer-generated shipping label bearing an IMPb, under 708.5, is also affixed on the same mailpiece. Mailers must place the applicable label above the delivery address and to the right of the return address, or to the left of the delivery address on parcels. A mailer of Certified Mail must:

- a. On Form 3800, enter the name and complete address of the person or firm to whom the mail is addressed.
- b. If a return receipt is requested, check the block on the mailing receipt to show the fee. Near the Certified Mail endorsement on the address side, add the endorsement "Return Receipt Requested." Enter the Certified Mail number on the return receipt card, address it to himself or herself, and attach it to the back of a small envelope or on the front of a package or large envelope, if the card does not cover the address. Enter the name and delivery address on the reverse of the return receipt to show where the receipt is to be sent. When a return receipt is requested, the sender's name and complete delivery address is required on the mailpiece. The name and delivery address entered on the reverse of the return receipt do not have to match the sender's name and return address on the mailpiece.
- c. Affix enough postage to the envelope to pay the Certified Mail fee, the class of mail used, and any additional extra service fees, when applicable.
- d. If a postmarked sender's receipt is requested, attach the Certified Mail sticker to the address side of the article and present the article and the completed receipt to the USPS employee, who then round-dates the receipt to show when the article was accepted. If asked to do so, the USPS employee also shows on the receipt the time the article was accepted. Otherwise, attach the "Certified Mail" sticker to the address side of the article, detach the receipt, and mail the article. Mark the receipt to show the date.
- e. If restricted delivery (see 8.0) of Certified Mail is requested, endorse the mail "Restricted Delivery." This service is available only for articles addressed to individuals by name.

[Delete newly renumbered Exhibit 3.2.1, 3.2.3, Privately Printed Form 3800 (context of text relocated to 1.8), 3.2.4, Procedure (context of text relocated to 3.2.2), and 3.2.5,

Firm Sheet — Three or More Pieces (context of text relocated to 1.7).]

4.0 Insured Mail

4.1 Insurance Coverage — Priority Mail Express

Priority Mail Express is insured against loss, damage, or missing contents, subject to these standards:

* * * * *

[Revise the first sentence of previously renumbered 4.1b to read as follows:]

- b. All Priority Mail Express signed for by the addressee (or agent) constitutes a valid delivery, and no indemnity for loss is paid.***

[Revise the second sentence of previously renumbered 4.1c to read as follows:]

- c. ***Additional insurance under 4.1.1 may be purchased up to a maximum coverage of \$5,000.00.***

[Revise the second sentence of previously renumbered 4.1d to read as follows:]

- d. ***Additional terms of indemnity claims are in 609.

4.1.1 Additional Insurance — Priority Mail Express

[Revise the third sentence of previously renumbered 4.1.1 to read as follows:]

If the label does not contain this block, the mailer uses the “COD” block by crossing out “COD,” writing “INS” to the right, and entering the fee for the coverage.

4.1.2 Fees for Priority Mail Express Insurance

[Revise the text of previously renumbered 4.1.2 to read as follows:]

The Priority Mail Express additional insurance fee is in addition to postage and other fees. See Notice 123 — *Price List*.

4.2 Insurance Coverage — Priority Mail

[Revise the text of previously renumbered 4.2 to read as follows:]

Priority Mail pieces bearing an Intelligent Mail package barcode (IMpb) or USPS retail tracking barcode (see 4.5.3) are insured against loss, damage, or missing contents, up to a maximum of \$50.00 or \$100.00, subject to the following:

- a. Insurance coverage is provided against loss, damage, or missing contents, and limited to a maximum liability of \$100.00 when the Priority Mail pieces bear an Intelligent Mail package barcode (IMpb) and if the mailer pays Commercial Plus prices.
- b. Insurance coverage is provided against loss, damage, or missing contents and limited to a maximum liability of \$50.00 when the Priority Mail pieces bear an IMpb or USPS retail tracking barcode, and do not

otherwise qualify for \$100.00 of insurance coverage as described in 4.2a.

- c. In addition to the insurance coverage under 4.2a or 4.2b, additional Priority Mail insurance may be purchased up to a maximum coverage of \$5,000.00.
- d. Priority Mail pieces meeting the requirements under 4.2, but not supported by a Shipping Services file must have a full acceptance scan in order to qualify for automatic insurance coverage.
- e. Nonnegotiable documents are insured against loss, damage, or missing contents, up to \$50.00 per piece, subject to the maximum limit per occurrence as defined in 609.0.
- f. Insurance coverage under 4.2a or 4.2b is not provided for Priority Mail pieces mailed as Merchandise Return Service, Priority Mail Open and Distribute, or Premium Forwarding Service.
- g. Customers may file claims online for insured domestic Priority Mail items at <http://www.usps.com/domestic-claims>. Additional terms for indemnity claims are in 609.0.

[Delete previously renumbered 4.2.1, Additional Insurance — Priority Mail, in its entirety (text relocated in 4.2).]

[Delete previously renumbered 4.3, Insured Mail Fees, in its entirety (context of text is relocated in new 1.0), then renumber 4.4 through 4.7 as new 4.3 through 4.6.]

4.3 Basic Information

4.3.1 Description

[Revise the text of newly renumbered 4.3.1 to read as follows:]

The following standards apply to insured mail:

- a. Insured mail purchased at a retail Post Office location, online through Click-N-Ship, a USPS-approved provider of PC Postage products, or customer-generated integrated barcodes provides up to \$5,000.00 indemnity coverage for articles that are lost, damaged, or have missing contents. In order to be eligible for insurance indemnity, a mailpiece must have received at least one USPS processing scan or the customer must provide proof of insurance (see 609.3.1). Customers are encouraged to deposit insured mailpieces with a USPS retail associate.
- b. Bulk insurance prices are available for insured articles entered by authorized mailers who meet the criteria in 4.5. This service is not available for insurance purchased online.
- c. Insured mail provides the mailer with a mailing receipt. No record of insured mail is kept at the office of mailing; however, the USPS maintains insured delivery records for a period of time. An item insured for

\$200.00 or less receives a delivery scan. An item insured for more than \$200.00 receives a delivery scan and the USPS obtains the recipient's signature as the delivery records. Customers may obtain a delivery record by purchasing additional services; see 6.0 for details.

- d. Postal insurance may be purchased at only one source for each mailpiece; combining postal insurance from multiple sources is not permitted.
- e. First-Class Mail, First-Class Package Service and Priority Mail (including Critical Mail) may be insured, if it contains matter that is eligible to be mailed at Standard Mail, Standard Post, or Package Services prices.
- f. For insured mail, the mailer guarantees to pay the applicable return and forwarding postage, unless the mailer writes instructions on the wrapper or envelope not to forward or return the mail.

[Delete newly renumbered 4.3.2, Eligible Matter, in its entirety (context of text relocated to 1.0), then renumber 4.3.3, Ineligible Matter, as new 4.3.2.]

4.3.2 Ineligible Matter

The following types of mail may not be insured:

[Revise the second sentence of newly renumbered 4.3.2a to read as follows:]

- a. ***If such matter is mailed, payment is not made for loss, damage, or missing contents.

* * * * *

[Delete newly renumbered 4.3.2e in its entirety (context of item relocated to 1.0), then renumber newly renumbered 4.3.2g as new item f, and revise the text of 4.3.2f as follows:]

- f. Matter mailed at First-Class Mail prices (including Priority Mail) that consists of items described in 123.3.0, 133.3.0, 233.2.0, 333.2.0, and 433.2.0, and required to be mailed at First-Class Mail prices.

[Delete newly renumbered 4.3.3, Additional Services, (context of text relocated to 1.0) and 4.3.4, Delivery Record, (context of text relocated to 1.8), then delete newly renumbered 4.4 Mailing, and 4.4.1, Where to Mail (context of deleted text relocated to 1.0) and renumber newly renumbered 4.4.2, USPS Inquiries, as new 4.3.3, and 4.4.3, Markings and Forms, as new 4.3.4.]

* * * * *

4.3.4 Markings and Forms

The treatment of pieces is determined by the insurance amount:

[Revise newly renumbered 4.3.4 to read as follows:]

- a. For retail pieces insured for \$200.00 or less, the mailer must affix a barcoded Form 3813 (see forms at

<http://pe.usps.gov/>) to each piece above the delivery address and to the right of the return address. A delivery scan is obtained.

- b. For retail pieces insured for more than \$200.00, the mailer must affix a barcoded Form 3813-P (see forms at <http://pe.usps.gov/>) to each piece above the delivery address and to the right of the return address. A signature is obtained at the time of delivery.
- c. Mail for which insurance is purchased online must meet the standards in 708.5.0 and in Publication 199, and must include the text marking "Insured" in the indicia area of the online label; no Form 3813 or 3813-P is required.
- d. All insured pieces must be postmarked by USPS unless postage is paid by postage meter stamp, permit imprint, or PC Postage (when insurance is purchased online). Mailing receipts are provided under 1.11.
- e. Private insurance endorsements or markings may not appear on the address side of mail but may appear elsewhere, if they do not resemble official postal endorsements.

[Delete the following previously renumbered items in their entirety: 4.3.5, Privately Printed Form 3813-P, and 4.3.6, Integrated Barcodes, (context of deleted text relocated to 1.0), 4.3.7, Prohibited Markings (context of text relocated to 4.3.4), 4.3.8, Receipt, (context of text relocated to 1.10), 4.3.9, USPS Records (context of text relocated to 1.11), and 4.3.10, Firm Sheet — Three of More Pieces, (context of text moved to 1.0).]

[Insert new item 4.3.5 to read as follows:]

4.3.5 Presenting to Rural Carriers

For insured mail, a mailer may leave the mail in a rural box if the mailer has purchased insurance online, or with a note showing the requested amount of insurance based on the value of the article, if stamps are affixed for postage and fees, or money for postage and fees is left in the box.

4.4 Bulk Insurance for Standard Mail

4.4.1 Eligibility

[Revise newly renumbered 4.4.1 to read as follows:]

To mail at the bulk insurance prices, mailers must obtain an authorization under 4.5.2 and meet the following criteria:

- a. Mail a minimum of 10,000 insured articles annually. Mailers may total all insured articles mailed at multiple locations.
- b. Provide a printed Form 3877 or facsimile and a copy of Form 3877 on a disk or other electronic medium.
- c. Mailings on which bulk insurance is requested must have postage and fees paid with permit imprint under a manifest mailing system (705.2.0).

4.4.2 Authorization

[Revise newly renumbered 4.4.2 to read as follows:]

Mailers must apply for authorization to mail at the bulk insurance prices through their local Postmaster by completing the customer portion of the bulk insured service verification form. The Postmaster will verify on this form that the mailer meets the requirements in 4.6.1. If the mailer meets the requirements, the Postmaster will certify on the bulk insured service verification form that the mailer qualifies and forward the form to the manager of Corporate Accounting (see 608.8.0 for address). After reviewing the information, Corporate Accounting will notify the Postmaster of their concurrence who will then notify the customer of the approval.

[Delete newly renumbered 4.6, Delivery, in its entirety (context of text relocated to 4.3.1).]

5.0 Certificate of Mailing

[Delete previously renumbered 5.1, Certificate of Mailing Fees, in its entirety, then renumber 5.2 through 5.4 as new 5.1 through 5.3.]

5.1 Basic Information

5.1.1 Description — Individual Pieces

[Revise the second and third sentences of newly renumbered 5.1.1 to read as follows:]

***Certificate of mailing service does not provide a record of delivery and the Postal Service does not retain copies of Form 3817 or Form 3877 (see forms at <http://pe.usps.gov/>). Each individual form or firm sheet is postmarked (round-dated) at the time of mailing; the form(s) are then returned to the mailer and become the mailer's receipt.

5.1.2 Eligible Matter — Single Piece

[Revise the text of newly renumbered 5.1.2 to read as follows:]

Form 3817, or a USPS-approved facsimile, is used for a certificate of mailing for an individual First-Class Mail, First-Class Package Service, Priority Mail (excluding Critical Mail), Parcel Return Service, Standard Post, or Package Services mailpiece.

[Delete newly renumbered 5.1.3, Three or More Pieces, in its entirety (context of text relocated to 1.0), and then insert a new item 5.1.3 to read as follows:]

5.1.3 Paying Fees

For certificate of mailing, in addition to the correct postage, the applicable certificate of mailing fee must be paid for

each article on Form 3817 or listed on Form 3877, and for duplicate copies of either form. When postage evidencing indicia are used to pay the fee, they must bear the full numerical value of the amount paid in the imprint.

5.1.4 Mailer Preparation

[Revise the first sentence of newly renumbered 5.1.4 to read as follows:]

A certificate of mailing must be completed by the mailer and all entries must be typed or printed in ink, by ballpoint pen, or computer-generated; the form or firm sheets become the mailer's receipts.***

[Delete newly renumbered 5.1.5, Additional Services, in its entirety (context of text relocated to 1.0).]

[Delete newly renumbered 5.3, Presentation, in its entirety, and add new 5.1.5, Quantity Mailing — Three or More Pieces, 5.1.6 Duplicate Copies — After Mailing, and 5.1.7, Presenting to Rural Carrier, to read as follows:]

5.1.5 Quantity Mailings — Three or More Pieces

When the number of articles presented justifies such action, the mailer must comply with these standards:

- When the mailer requests multiple individual certificates (Form 3817) the forms must be affixed by the stub to the pieces, or the forms must be fastened together and numbered consecutively in the same order that the pieces are presented.
- When the mailer describes and lists three or more individual pieces on Form 3877, but does not present the pieces in the order shown on the sheets, the mailer must consecutively number each entry line on the sheet and lightly number each piece to show both the corresponding sheet and line number.

5.1.6 Duplicate Copies — After Mailing

To obtain a duplicate copy of the certificate after mailing, the mailer must present the original postmarked certificate and an additional certificate endorsed "Duplicate" or a copy showing the original dates of mailing. The additional certificate is postmarked (round-dated) to show the current date.

5.1.7 Presenting to Rural Carrier

For certificate of mailing, a mailer may provide mail to the rural carrier with the fee for the certificate (Form 3817). The carrier obtains the certificate at the Post Office, attaches the stamps, obtains the postmark (round-date) on the certificate on the day of mailing, and delivers the certificate to the mailer on the next trip.

[Renumber newly renumbered 5.4, Other Bulk Quantities — Certificate of Bulk Mailing, as new 5.2.]

5.2 Other Bulk Quantities — Certificate of Bulk Mailing

[Revise the title and text of newly renumbered 5.2.1 to read as follows:]

5.2.1 Description

Form 3606 (see forms at <http://pe.usps.gov/>) is available only at the time of mailing and is used to specify only the number of identical-weight pieces mailed; it does not provide evidence that a piece was mailed to a particular address. This certificate is provided only for a mailing of First-Class Mail, First-Class Package Service, Priority Mail (excluding Critical Mail), Standard Post, Package Services, Standard Mail (except Customized MarketMail), and Parcel Select. Each Form 3606 is certified and postmarked (round-dated) at the time of mailing and then returned to the mailer as the mailer's receipt. Certificate of bulk mailing service does not provide a record of delivery and the Postal Service does not retain any copies of Form 3606. The Form 3606 cannot be used as a certificate of mailing of individual mailpieces or itemized lists.

[Revise the title and text of newly renumbered 5.2.2 to read as follows:]

5.2.2 Paying Fees

The applicable certificate of bulk mailing fee must be paid for mailings of identical-weight pieces reported on Form 3606 or for additional copies of the form in addition to the correct postage. Mailers using Form 3606 may affix ordinary stamps or postage evidencing indicia on the form to pay the fee. When postage evidencing indicia are used, they must bear the full numerical value of the fee in the imprint. Mailers using Form 3606 with a permit imprint mailing also may pay certificate of mailing fees, at the time of mailing, using the same permit imprint.

6.0 Return Receipt

[Delete previously renumbered 6.1 in its entirety (context of text relocated to 1.0) and renumber current 6.2 through 6.5 as new 6.1 through 6.4.]

6.1 Basic Information

6.1.1 Description

[Revise the text of newly renumbered 6.1.1 to read as follows:]

Return receipt service provides a mailer with evidence of delivery (to whom the mail was delivered and date of delivery), and information about the recipient's actual delivery address. A mailer purchasing a return receipt at the time of mailing may choose to receive the return receipt by mail (Form 3811) or electronically (by email, or by signature

extract file format under 7.0). A mailer purchasing a return receipt after mailing will receive the proof of delivery record by email (electronic signature data) or by mail (Form 3811-A). A complete return address is required on the mailpiece when a return receipt is requested. For Priority Mail Express (Form 3811 option only), the return address on the Priority Mail Express label meets this requirement.

[Delete newly renumbered 6.1.2, Eligible Matter (context of text relocated to 1.0), then insert new 6.1.2 to read as follows:]

6.1.2 Calculating Postage with Return Receipt

The weight of the return receipt is excluded from the weight of the mailpiece to which it is attached when computing postage.

6.1.3 Endorsement

[Revise the text of newly renumbered 6.1.3 to read as follows:]

Mail bearing a return receipt (Form 3811) must be endorsed "Return Receipt Requested" above the delivery address and to the right of the return address. No endorsement is required on mail for which electronic return receipt service is requested.

[Delete newly renumbered 6.1.4, Additional Services, and 6.1.5, Privately Printed Form 3811, in their entirety (context of text relocated to 1.0).]

6.2 Obtaining Service

6.2.1 At Time of Mailing

[Revise the text of newly renumbered 6.2.1 to read as follows:]

Mailers requesting return receipt service at the time of mailing using Form 3811 must complete the mailer's entries on the form, including the article identification number; and attach the form on the article. The mailpiece must bear the return address of either the mailer or mailer's agent. The name and address of the person or organization to which the return receipt is to be returned must be that of the mailer or the mailer's agent, except for certain restricted mailings of cigarettes and smokeless tobacco. When required by 601.12.5.2, 601.11.7.2, or 601.11.8, a mailer must address the sender's address block of the return receipt to the Pricing and Classification Service Center (PCSC) PACT, Mailing Office (see 608.4.1 for address).

6.2.2 After Mailing

[Revise the third sentence of the introductory text of newly renumbered 6.2.2 to read as follows:]

***Mailers may request a delivery record by completing Form 3811-A, paying the appropriate fee and submitting the request to the appropriate office as follows:

* * * * *

[Delete newly renumbered 6.3, Delivery, in its entirety (context of text relocated to 1.10) and renumber 6.4, Requests for Delivery Information, as new 6.3.]

[Revise the title of newly renumbered 6.3 to read as follows:]

6.3 Other Requests for Delivery Information

* * * * *

[Delete newly renumbered 6.3.3, Fee Not Charged, in its entirety (context of text explained in 6.3.2).]

* * * * *

7.0 Bulk Proof of Delivery

[Revise the title of previously renumbered 7.1 to read as follows:]

7.1 Basic Information

***Bulk proof of delivery records are available as follows:

* * * * *

[Revise previously renumbered 7.1b to read as follows:]

- b. To participants having the ability to upload electronic files to the USPS, or who use a pre-printed extra service label which provides for obtaining the recipient's signature at the time of delivery.

* * * * *

[Revise previously renumbered 7.1f to read as follows:]

- f. Priority Mail Express mailers requesting bulk proof of delivery must use Priority Mail Express Manifesting service.

7.2 Eligibility

[Revise the introductory text of previously renumbered 7.2 to read as follows:]

Mailers who use retail extra service labels cannot participate in bulk proof of delivery. Bulk proof of delivery is available to mailers who participate in the following mailing programs:

* * * * *

[Revise the text of 7.2f to read as follows (also note that the current text for item f is not bulleted as it should be):]

- f. To mailers who use privately printed forms and purchase electronic return receipt service at the time of mailing in conjunction with Certified Mail, Collect on Delivery (COD), insurance for more than \$200, or Registered Mail.

7.3 Certification

[Revise the text of previously renumbered 7.3 to read as follows:]

To receive bulk proof of delivery, a mailer (or designee) must receive the certification to mail using Confirmation Services, privately printed labels, or manifest Priority Mail Express, and transmit files as described in Publication 199 at <https://ribbs.usps.gov/index.cfm?page=intellmailpackage>.

To receive certification, the following requirements must be met:

- a. Mailer must have a Mailer ID number obtained through the Business Customer Gateway at <https://gateway.usps.com/bcg/login.htm>.
- b. Participant must submit a completed Form 5053 and designate who will receive the records.
- c. Participant must submit a completed Form 5054, if credit card payment is requested.

7.4 Prices and Fees

[Revise the text of previously renumbered 7.4 to read as follows:]

Mailers wishing to receive bulk proof of delivery records must pay the fees for the applicable extra service (7.2) by including the postage affixed to the mailpiece, or by credit card after completing Form 5054.

8.0 Restricted Delivery

[Delete previously renumbered 7.1, Restricted Delivery Fee, in its entirety and renumber 8.2 through 8.4 as new 8.1 through 8.3.]

8.1 Basic Information

8.1.1 Description

[Revise the second sentence of newly renumbered 8.1.1 to read as follows:]

***The addressee must be an individual specified by name.

[Delete newly renumbered 8.1.2, Eligible Matter, in its entirety (context of text relocated to 1.0), then renumber 8.1.3, Endorsement, as new 8.1.2.]

8.1.2 Endorsement

[Revise the text of newly renumbered 8.1.2 to read as follows:]

Mail for which restricted delivery is requested must be endorsed "Restricted Delivery" placed above the address and to the right of the return address.

[Delete newly renumbered 8.1.4, Return Receipt, and 8.1.5, Additional Services, in their entirety (context of text relocated to 1.0).]

8.2 Obtaining Service

* * * *

8.2.2 After Mailing

[Revise the third sentence of newly renumbered 8.2.2 to read as follows:]

***USPS failure to provide the service because delivery was made before the delivery office received the request is not grounds for a refund.

8.3 Delivery**8.3.1 Conditions**

[Revise the introductory text of newly renumbered 8.3.1 to read as follows:]

Mail marked “Restricted Delivery” is delivered only to the addressee or to the person authorized in writing as the addressee’s agent to receive the mail, and with these exceptions:

* * * *

[Revise the text of newly renumbered 8.3.1c to read as follows:]

- c. Mail for the commander or other officials of military organizations by name and title, is delivered to the unit mail clerk, mail orderly, postal clerk, assistant postal clerk, or postal finance clerk, when such individuals are designated on DD (Department of Defense) Form 285 to receipt for all mail addressed to the units for which they are designated. If the person accepting mail is designated on DD Form 285 to receipt for ordinary mail only, then restricted delivery mail addressed to the commander, or other official by name and title, is delivered to the mail clerk only if the addressee authorizes under 8.3.2.

* * * *

8.3.3 Agent Authorization

[Revise the second and third sentences of newly renumbered 8.3.3 to read as follows:]

The addressee must make the notation “this authorization is extended to include restricted delivery (or Adult Signature Restricted Delivery) mail” on Form 3801 or in the letter to the Postmaster. Form 3849 also may be used for the authorization if the Post Office has no standing delivery order or letter on file.

8.3.4 Joint Addressees

[Revise the first sentence of newly renumbered 8.3.4 to read as follows:]

When mail is addressed to two or more persons jointly, all addressees or their agents must be present to accept delivery together.***

* * * *

9.0 Adult Signature

[Delete previously renumbered 9.1, Prices, in its entirety (context of text relocated to 1.0 and 9.1.2) and renumber 9.2 through 9.6 as new 9.1 through 9.5.]

9.1 Basic Information**9.1.1 Description**

[Revise the text of newly renumbered 9.1.1 to read as follows:]

Adult Signature service provides electronic confirmation of the delivery or attempted delivery of the mailpiece and signature of the recipient, who is 21 years of age or older. Prior to delivery, the recipient must furnish proof of age via a driver’s license, passport, or other government-issued photo identification that lists age or date of birth. The USPS maintains a record of delivery (including the addressee’s signature) for two years. The Adult Signature options are:

- a. Adult Signature Required — provides delivery to a person who is 21 years of age or older. Upon delivery, an adult who is 21 years of age or older must provide one of the forms of identification listed above and provide a signature for receipt of the mailpiece.
- b. Adult Signature Restricted Delivery — provides Adult Signature Required with the additional restriction of limiting delivery to a specific addressee or authorized agent who is 21 years of age or older. If the specific individual is not 21 years of age or older, the mailpiece will be returned to sender.

9.1.2 Obtaining Service

[Revise the text of newly renumbered 9.1.2 to read as follows:]

Customers may obtain Adult Signature Required and Adult Signature Restricted Delivery by producing qualified shipping labels with Intelligent Mail package barcodes. See 1.0 for available classes of mail and combination of other extra and additional services. The Adult Signature Required or Adult Signature Restricted Delivery fee must be paid in addition to the correct postage using Click-N-Ship, PC Postage, Permit imprint (if the customer electronically submits postage statements and mailing documentation), or IBI postage meter. Conditions in 8.3.1 and 8.3.2 also apply to Adult Signature Restricted Delivery items.

[Delete newly renumbered 9.1.3, Eligible Matter, and 9.1.4, Ineligible Matter (context of text relocated to 1.0), in their entirety.]

[Delete newly renumbered 9.1.5, Confirmation of Delivery (context of text relocated to 1.8), and 9.1.6, Additional Services (context of text relocated to 1.0), in their entirety.]

[Delete newly renumbered 9.2, Basic Delivery Standards (context of text relocated to 1.9), and 9.3, Privately Printed Labels (context of text relocated to 1.7), in their entirety, and then renumber 9.4, Where to Mail, as new 9.2.]

[Revise the title and text of newly renumbered 9.2 to read as follows:]

9.2 Additional Standards for Mailing

A shipment of cigarettes and smokeless tobacco with Adult Signature service, mailed by certain individuals under 601.11.0, requires the mailer to present items at a retail counter.

[Delete newly renumbered 9.5, Firm Sheets — Three or More Pieces (context of text relocated to 1.9), in its entirety.]

10.0 Return Receipt for Merchandise

[Delete previously renumbered 10.1, Return Receipt for Merchandise Fees, (context of text relocated to 1.0) in its entirety, and then renumber 10.2 through 10.4 as new 10.1 through 10.3.]

10.1 Basic Information

10.1.1 Description

[Revise the text of newly renumbered 10.1.1 to read as follows:]

Return receipt for merchandise is a form of return receipt service that provides the sender with a mailing receipt (Form 3804) and a return receipt (Form 3811) (see forms at <http://pe.usps.gov/>). After delivery, the return receipt is mailed back to the sender and also supplies the recipient's actual delivery address if it is different from the address used by the sender. A delivery record is maintained by the USPS, but no record is kept at the office of mailing. A return receipt for merchandise may not be requested after mailing, and restricted delivery is not available.

[Delete newly renumbered 10.1.2, Eligible Matter, in its entirety, and then renumber 10.1.3 as new 10.1.2. Delete newly renumbered 10.1.4, Additional Services, in its entirety (context of deleted sections relocated to 1.0).]

10.1.2 Return Receipt for Merchandise for Standard Mail

[Revise the text of newly renumbered 10.1.2 to read as follows:]

If return receipt for merchandise is requested for all of the pieces in a Standard Mail mailing consisting of pieces of

identical weight, then postage may be paid only with metered postage or permit imprint. If return receipt for merchandise is not requested for all of the pieces in the mailing, or if the pieces are not identical weight, then either the exact metered postage must be affixed to each piece or postage must be paid with permit imprint under a manifest mailing system (705.2.0).

10.2 Mailing

[Revise the title and text of newly renumbered 10.2.1 to read as follows:]

10.2.1 How to Mail

A mailer can obtain Forms 3804 and 3811 at the Post Office or order them online at www.usps.com or from any rural carrier. Return receipt for merchandise mail must bear a barcoded brown Form 3804.

Observe these procedures:

- Enter the name and complete address of the person or firm to whom the mail is addressed on the receipt part of the Form 3804.
- Affix the numbered, barcoded part of the gummed label from Form 3804 to the address side of the mailpiece. The label part of the form and the endorsement "Return Receipt Requested" must be placed above the delivery address and to the right of the return address, or to the left of the delivery address on parcels. Give the completed receipt part of the Form 3804 to a USPS employee. If asked to do so, the USPS employee must show on the receipt the time the article was accepted for mailing. If given to a rural carrier, the carrier returns the postmarked receipt to the mailer.
- Place the correct endorsement on the address side of the mailpiece. Enter the return receipt for merchandise number on Form 3811. Address the form to yourself and attach it to the front of the mailpiece. If the Form 3811 would cover the address, attach it to the back of the mailpiece. The name of the person to whom the return receipt is to be returned must be the same as that of the sender.
- Affix the correct amount of postage and fees to the article.
- To request waiver of signature, detach both parts of the gummed sections of label 3804 and attach to the mailpiece. By signing the waiver on Form 3804, the mailer authorizes the USPS delivery employee to sign the return receipt in lieu of obtaining the addressee's or addressee's agent's signature. The item is then delivered to the addressee's mail receptacle or other secure location.

[Delete newly renumbered 10.2.2, How to Mail (text relocated to new 2.1), 10.2.3, Available Destinations, (context of

text relocated to 1.0), 10.2.4, Form 3804 (text relocated in 2.1), 10.2.5, Privately Printed Form 3804, (context of text relocated to 1.0), 10.2.6, Barcodes and 10.2.7, Firm Sheet — Three or More Pieces (context of text relocated to 1.0), then renumber 10.2.8 as new 10.2.2.]

10.2.2 Receipt Not Received

[Revise the text of newly renumbered 10.2.2 to read as follows:]

A mailer who does not receive return receipt for merchandise service for which the mailer has paid may request delivery information at no additional charge, by using Form 3811-A; filed within two years after the date of mailing.

[Delete newly renumbered 10.3, Delivery, in its entirety (context of text relocated to 1.10).]

11.0 USPS Tracking

[Delete previously renumbered 11.1, USPS Tracking Fee, in its entirety (context of text relocated to 1.0), then renumber 11.2 through 11.6 as new 11.1 through 11.5.]

11.1 Basic Information

11.1.1 Description

[Revise the text of newly renumbered 11.1.1 to read as follows:]

USPS Tracking provides the mailer with information about the date and time an article was delivered or the date and time of the delivery attempt. USPS Tracking is available only at the time of mailing. No record is kept at the office of mailing. USPS Tracking does not include insurance, but insurance may be purchased as an additional service. Some statutes governing the mailing of legal documents may require the use of Certified Mail or Registered Mail. For mailings to APO/FPO/DPO destination addresses, USPS Tracking may not always provide the mailer with online information of an event scan.

[Delete newly renumbered 11.1.2, Eligible Matter, in its entirety (context of text relocated to 1.0), then renumber 11.1.3 as new 11.1.2.]

11.1.2 Electronic Option USPS Tracking for Standard Mail

[Revise the text of newly renumbered 11.1.2 to read as follows:]

If electronic option USPS Tracking is requested for all parcels in a Standard Mail mailing and the pieces are of identical weight, then postage may be paid only with metered postage or permit imprint under 444.2.0. If electronic option USPS Tracking is not requested for all of the pieces in the mailing, or if the pieces are not identical weight, then either the exact metered postage must be affixed to each piece or postage must be paid with permit imprint under a manifest mailing system (705.2.0).

[Insert new 11.1.3 to read as follows:]

11.1.3 Additional Physical Standards

For the purposes of using USPS Tracking with Standard Post, Media Mail, Library Mail, Bound Printed Matter, or Parcel Select, the parcel must meet these additional requirements:

- The surface area of the address side of the parcel must be large enough to contain completely and legibly the delivery address, return address, postage, and any markings, endorsements, and extra service labels.
- Except as provided in (11.3c) for machinable parcels, the parcel must be more than 3/4 inch thick at its thickest point.
- If the mailpiece is a machinable parcel under 401.1.0 and no more than 3/4 inch thick, the contents must be prepared in a strong and rigid fiberboard box or similar container or in a container that becomes rigid after the contents are secured. The parcel must be able to maintain its shape, integrity, and rigidity throughout processing and handling without collapsing into a letter-size or flat-size piece.

[Delete newly renumbered 11.1.4, Ineligible Matter, in its entirety (context of text relocated to 1.0), then renumber 11.1.5, Service Options, as new 11.1.4.]

11.1.4 Service Options

The USPS Tracking options are:

[Revise the last two sentences of newly renumbered 11.1.4a to read as follows:]

- ***A mailer may also present mailpieces to a retail employee at a Post Office, station, or branch; and the retail associate will affix a USPS Tracking label to the item. See 1.9 to obtain delivery information.

[Revise the last sentence of newly renumbered 11.1.4b to read as follows:]

- ***Mailers wishing to obtain a mailing receipt may use Form 3877.

[Delete newly renumbered 11.1.5, Additional Services, and 11.1.6, Firm Sheets — Three or More Pieces, in their entirety (context of text relocated to 1.0).]

11.2 Labels

11.2.1 Types of Labels

[Revise newly renumbered 11.2.1 to read as follows:]

Mailers using privately printed USPS Tracking labels must meet the requirements in 1.8. Mailers not printing their own privately printed labels must use one of the label options as follows:

- Label 400 may be used by electronic option mailers, affixed to mailpieces by a USPS retail associate, or

affixed to mailpieces with postage and fees prepaid by metered indicia or ordinary stamps.

- b. Unique, product specific USPS-provided tracking labels are for use by electronic option mailers. The labels are populated with the product service type code and customer's Mailer Identification (MID) number in the Intelligent Mail package barcode (IMpb).

11.2.2 Label Placement

[Revise newly renumbered 11.2.2 to read as follows:]

The barcoded label section of Label 400 or USPS Tracking label must be placed completely on the address side of the mailpiece, above the delivery address and to the right of the return address or to the left of the delivery address. A privately printed USPS Tracking label (under 1.8) that is separate from the address label must be placed in close proximity to the address label.

[Delete 11.3, Barcodes, 11.4, Electronic File Transmission, and 11.5, Acceptance, in their entirety (context of deleted sections are relocated in 1.0).]

12.0 Signature Confirmation

[Delete previously renumbered 12.1, Signature Confirmation Fees, in its entirety (context of text relocated to 1.0), then renumber 12.2 through 12.6 as new 12.1 through 12.5.]

12.1 Basic Information

12.1.1 Description

[Revise the text of newly renumbered 12.1.1 to read as follows:]

Signature Confirmation provides the mailer with information about the date and time an article was delivered or the date and time of the delivery attempt. A delivery record, including the addressee's signature, is maintained by the USPS and is available electronically or by email, upon request. Some statutes governing the mailing of legal documents may require the use of Certified Mail or Registered Mail rather than Signature Confirmation.

[Delete newly renumbered 12.1.2, Eligible Matter, and 12.1.3, Ineligible Matter, in their entirety (context of deleted text relocated to 1.0), then, add new 12.1.2 as follows:]

12.1.2 Additional Physical Standards

For Signature Confirmation with Standard Post, Media Mail, Library Mail, Bound Printed Matter, or Parcel Select, the parcel must meet these additional requirements:

- a. The surface area of the address side of the parcel must be large enough to contain completely and legibly the delivery address, return address, postage, and any markings, endorsements, and extra service labels.

- b. Except as provided in (12.2.2c) for machinable parcels, the parcel must be greater than 3/4 inch thick at its thickest point.

- c. If the mailpiece is a machinable parcel under 401.1.0 and no greater than 3/4 inch thick, the contents must be prepared in a strong and rigid fiberboard box or similar container or in a container that becomes rigid after the contents are enclosed and the container is secured. The parcel must be able to maintain its shape, integrity, and rigidity throughout processing and handling without collapsing into a letter-size or flat-size piece.

12.1.3 Service Options

[Revise newly renumbered 12.1.3 to read as follows:]

The Signature Confirmation options are:

- a. Retail option: Available at Post Offices at the time of mailing. A mailing receipt is provided.
- b. Electronic option: Available to mailers who establish an electronic link with the USPS to exchange acceptance and delivery data. No mailing receipt is provided.

[Delete newly renumbered 12.1.4, Proof of Delivery, 12.1.5, Additional Services, 12.1.6, Where to Mail, and 12.1.7, Firm Sheets — Three or More Pieces, in their entirety (context of deleted text in relocated to 1.0).]

12.2 Labels

12.2.1 Types of Labels

[Revise newly renumbered 12.2.1 to read as follows:]

Mailers must use one of the following labels:

- a. Form 153 (see forms at <http://pe.usps.gov/>), obtained from the Post Office at no charge, may be used only with the retail option.
- b. Label 315 electronic Signature Confirmation is available to electronic option mailers.
- c. Privately printed barcoded labels must meet the requirements in 1.8.2. On the Priority Mail label, mailers must use the registered trademark symbol following the Priority Mail text or add the following statement at the bottom of the label in at least 6-point Helvetica type: "Priority Mail is a registered trademark of the U.S. Postal Service." See Parcel Labeling Guide or Publication 97 available on RIBBS.

12.2.2 Label Placement

[Revise newly renumbered 12.2.2 to read as follows:]

The barcoded label section of Label 315 or Form 153 (see forms at <http://pe.usps.gov/>) must be placed completely on the address side, either above the delivery address and to the right of the return address, or to the left of the delivery address. A privately printed Signature Confirmation label

that is separate from a privately printed address label must be placed in close proximity to the address label.

[Delete newly renumbered 12.3, Barcodes, 12.4, Electronic File Transmission, and 12.5, Acceptance, in their entirety (context of deleted text relocated to 1.0 and also provided under 708.5).]

13.0 Collect on Delivery (COD)

[Delete previously renumbered 13.1, Collect on Delivery Fees, in its entirety (context of deleted text relocated to 1.0), then renumber 13.2 through 13.5 as new 13.1 through 13.4.]

13.1 Basic Information

13.1.1 Description

[Revise the text of newly renumbered 13.1.1 to read as follows:]

Any mailer may use Collect on Delivery (COD) service to mail an article (using a unique COD number for each article) for which the mailer has not been paid and have its price and the cost of the postage collected (not to exceed \$1,000.00) from the addressee (or agent). COD service provides the mailer with a mailing receipt and the USPS maintains a record of delivery (including the recipient's signature) for two years. The recipient has the option to pay the COD charges (with one form of payment) by cash, or a personal check or money order made payable to the mailer (accepted by the USPS employee upon the recipient's presentation of adequate identification). The USPS forwards the check or money order to the mailer. If payment is made by cash, in addition to the COD amount, a money order fee is included in the amount collected from the recipient. The Postal Service cannot intervene in disputes between mailers and recipients of COD mail after payment was returned to the mailer. Customers may obtain a delivery record by purchasing a return receipt. Bulk proof of delivery service (7.0) is also available if purchasing electronic return receipt service at the time of mailing.

[Delete newly renumbered 13.1.2, Eligible Matter, in its entirety (context of deleted text relocated to 1.0), then add new 13.1.2 to read as follows:]

13.1.2 Additional Conditions for COD Mail

COD service is available under the following additional conditions:

- a. The name and address of the person to whom the remittance is to be sent must appear in the proper location on the COD form and in the return address area on the COD article with the postal endorsements for return, if undeliverable. The return address must be the same in both locations except that a mailer using a privately printed COD form may print a

different address on the remittance coupon where payments are to be sent.

- b. The mailer guarantees to pay any return postage, unless otherwise specified on the form.
- c. The goods shipped are ordered by the addressee.
- d. COD service may not be used for:
 1. Articles sent to international destinations, or from an APO or FPO address, including official mail and shipments to Armed Forces agencies.
 2. The return of merchandise about which some dissatisfaction arises, unless the new addressee consents in advance to such return.
 3. The mailing of only bills or statements of account, even with the addressee's consent. If a legitimate COD shipment of merchandise is mailed, the balance due on a past or expected transaction may be included in the charges on a COD article, if the addressee consents in advance to such action. In such a case, USPS indemnity is limited to the value of the article lost or damaged, not the full COD charges to be collected.
 4. Movies mailed by exhibitors to movie manufacturers, distributors, or exchanges.
 5. Collection agency purposes.
 6. Articles sent to or from the Republic of the Marshall Islands and the Federated States of Micronesia.

[Delete newly renumbered 13.1.3, Additional Services, in its entirety (context of deleted text relocated to 1.0) and renumber 13.1.4 and 13.1.5 as new 13.1.3 and 13.1.4]

13.1.3 Registered COD Mail

[Revise the first and the third and fourth sentences of newly renumbered 13.1.3 to read as follows:]

Sealed domestic mail bearing First-Class Mail, First-Class Package Service, or Priority Mail postage may be sent as registered COD mail. ***The maximum amount collectible from the recipient on one article is \$1,000.00. Indemnity is available up to the registry limit of \$25,000 by paying the registry fee for the value declared.***

13.1.4 Priority Mail Express COD

[Revise the text of newly renumbered 13.1.4 to read as follows:]

Any article sent COD also may be sent by Priority Mail Express (1-Day and 2-Day service only) when a signature is requested. The maximum amount collectible from the addressee on one article is \$1,000.00, and indemnity is limited to \$1,000.00. Priority Mail Express postage and the proper COD fees must be paid. Both the Priority Mail

Express label and COD form must be affixed to each article.

[Delete newly renumbered 13.1.5, Ineligible Matter, in its entirety (context of deleted text relocated in 1.0 and 13.1.2), then add new 13.1.5 to read as follows:]

13.1.5 Mailing

COD mail must be presented for mailing as provided in 1.5 to the local Post Office or to rural carriers when the articles are prepared properly, with stamps for the required postage and fees affixed. If the mailer wants insurance for an amount more than the COD amount to be collected, that amount must be shown.

[Delete newly renumbered 13.1.6, Redirecting COD Articles, in its entirety (context of text provided in 507.5.0), then add new 13.1.6, 13.1.7 and 13.1.8 to read as follows:]

13.1.6 Identifying Number

Each COD article is identified by a number on each section of the COD form. When COD is used with Priority Mail Express, Registered Mail, Hold for Pickup service or, a separate barcoded shipping label (under 1.8.2), the mailer must place both the label and the COD form on the front of the article. The Priority Mail Express article number or the Registered Mail number is used for delivery receipt and indemnity claims.

13.1.7 Delays

Mailers may report delays in remittance (more than 60 days for domestic mailings) to the Postal Inspection Service by providing all necessary particulars.

13.1.8 Delivery

Except for Priority Mail Express COD, a Postmaster may restrict delivery of COD mail if the amount to be collected makes the carrier a potential target for theft or if previous experience indicates that the addressee will be unavailable to receive the article at the time of delivery.

13.2 Forms

13.2.1 Form 3816

[Revise newly renumbered 13.2.1 to read as follows:]

The mailer must securely affix a completed COD Form 3816 (retail version, see forms at <http://pe.usps.gov/>) or Form 3816-AS (USPS approved privately printed version under 1.8) to each article. The form must be attached either above the delivery address and to the right of the return address, or to the left of the delivery address on parcels. When a mailer uses a Form 3816-AS that does not provide detachable second and third copies, Form 3877 also must be used. Privately printed or computer-generated firm sheets may be used under the standards in 1.11. The mailer must submit firm sheets in duplicate and will receive one copy of the postmarked form as a mailing receipt (in

lieu of Copy 3 of Form 3816 or Form 3816-AS) after the entries are verified by a Postal Service employee. The acceptance Post Office retains the second copy.

[Delete newly renumbered 13.2.2, Privately Printed Form 3816-AS, in its entirety (context of deleted text relocated in 1.0), then add new 13.2.2 to read as follows:]

13.2.2 Completing COD Forms

The form must show article number, names and domestic addresses of mailer and addressee, amount due mailer, and amount of money order fee necessary to make remittance. The USPS is not responsible for errors that a mailer makes in stating the charges to be collected. The information required on the COD form must be handwritten with ink, typewritten, or computer printed. The mailer may not stipulate "Cash Only" on the COD form.

13.2.3 Nursery Stock

[Revise the text of newly renumbered 13.2.3 to read as follows:]

A firm that mails nursery stock may use Form 3816-AS and include instructions for disposing of shipments not delivered immediately by printing instructions on the back of the delivery office part of the COD form (item a) and on the remittance coupon (item b) as follows:

- a. "If recipient refuses to pay charges for any reason, deliver at once without collecting the charges. See remittance coupon for further instructions."
- b. "Return this coupon with payment. If parcel is delivered without collection of charges, or is destroyed after 10 days, check disposition and send coupon to sender in penalty envelope."
 - Delivered to addressee without collecting charges.
 - Destroyed after 10 days.

[Delete newly renumbered 13.3, Mailing, in its entirety (context of deleted text relocated in 1.5 and 1.0, then delete newly renumbered 13.4, Delivery, context of text relocated to 1.0).]

14.0 Special Handling

[Delete previously renumbered 14.1, Fees for Special Handling, in its entirety (context of text relocated to 1.0), then renumber previously renumbered 14.2, Basic Information, as new 14.1.]

14.1 Basic Information

14.1.1 Description

* * * * *

[Delete newly renumbered 14.1.2, Eligible Matter, and 14.1.3, Additional Services, in their entirety (context of

deleted text relocated to 1.0), then renumber 14.1.4 through 14.1.6 as new 14.1.2 through 14.1.4.]

* * * *

505 Return Services

* * * *

2.0 Permit Reply Mail

2.1 General Information

* * * *

2.1.2 Services

[Revise the text of 2.1.2 to read as follows:]

No extra services are permitted with PRM.

* * * *

3.0 Merchandise Return Service

* * * *

3.3 Additional Standards for Permit Holder

* * * *

3.3.3 USPS Tracking

[Revise the text of 3.3.3 to read as follows:]

The permit holder may obtain USPS Tracking with MRS when meeting the standards in 503.0 and when the MRS labels are approved by the USPS. MRS labels with USPS Tracking barcodes are shown in Exhibit 3.5.13d and may be combined with insurance and special handling, or both.

* * * *

4.0 USPS Return Services

* * * *

4.3 Extra Services

[Revise the text of 4.3 to read as follows:]

Only USPS insurance for items with a value of \$200 or less can be purchased by the mailer at retail for Priority Mail Return Service, First-Class Package Return Service, and Ground Return Service. See 503.0 for additional information.

* * * *

507 Mailer Services

1.0 Treatment of Mail

* * * *

1.8 Returning Mail

* * * *

1.8.7 Post Office Box

[Revise the text of 1.8.7 to read as follows:]

Deliverable mail addressed to a Post Office box is not returned until after the box is declared vacant, except for certified, Collect on Delivery (COD), insured, registered, postage due, Adult Signature, and perishable mail.

* * * *

2.0 Forwarding

* * * *

2.3 Postage for Forwarding

* * * *

2.3.7 Extra Services

[Revise the text of 2.3.7 to read as follows:]

Certified, Collect on Delivery (COD), USPS Tracking, insured, registered, Signature Confirmation, Adult Signature, return receipt for merchandise, and special handling mail, is forwarded to a domestic address only without additional extra service fees, subject to the applicable postage charge.

* * * *

4.0 Address Correction Services

* * * *

4.3 Sender Instruction

* * * *

4.3.4 Holding Mail

[Revise the first sentence of 4.3.4 to read as follows:]

At the sender's request, the delivery Post Office holds mail, other than Registered Mail, insured, Certified Mail, COD, Adult Signature, Signature Confirmation, and return receipt for merchandise, for no fewer than 3 days nor more than 30 days.***

* * * *

7.0 Pickup on Demand Service

* * * *

7.2 Basic Standards

* * * *

7.2.3 Extra Services

[Revise the text of 7.2.3 to read as follows:]

Certified Mail, USPS Tracking, Adult Signature (not allowed for certain items under 503.9.0), insurance, Signature Con-

firmation, and return receipt, are the only extra postal services that may be used with pieces that are picked up.

* * * * *

508 Recipient Services

1.0 Recipient Options

* * * * *

1.1.3 Refusal After Delivery

***The following may not be refused and returned postage-free after delivery:

[Revise item 1.1.3a to read as follows:]

- a. Pieces sent as Registered Mail, insured, Certified Mail, Collect on Delivery (COD), Adult Signature, and return receipt for merchandise.

* * * * *

1.1.7 Priority Mail Express and Accountable Mail

[Revise the introductory text of 1.1.7 to read as follows:]

The following conditions also apply to the delivery of Priority Mail Express, Registered Mail, Certified Mail, insured for more than \$200.00, Adult Signature, or COD, as well as mail for which a return receipt or a return receipt for merchandise is requested or for which the sender has specified restricted delivery):***

* * * * *

600 Basic Standards for All Mailing Services

* * * * *

602 Addressing

1.0 Elements of Addressing

* * * * *

1.5 Return Addresses

* * * * *

1.5.3 Required Use of Return Addresses

The sender's domestic return address must appear legibly on:

* * * * *

[Add new item 1.5.3p to read as follows:]

- p. Adult Signature.

* * * * *

3.0 Use of Alternative Addressing

* * * * *

3.1.2 Prohibited Use

Alternative addressing formats may not be used on:

* * * * *

[Revise the introductory text of item 3.1.2e to read as follows:]

- e. Mail with the following extra services:

* * * * *

[Add new item 3.1.2e9 to read as follows:]

- 9. Adult Signature.

* * * * *

604 Postage Payment Methods

* * * * *

9.0 Exchanges and Refunds

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9.2 Postage and Fee Refunds

* * * * *

9.2.3 Full Refund

A full refund (100%) may be made when:

* * * * *

[Revise item 9.2.3e to read as follows:]

- e. Fees are paid for Registered Mail, special handling, Certified Mail, USPS Tracking, Adult Signature, return receipt, or Signature Confirmation, and the article fails to receive the extra service for which the fee is paid.

* * * * *

9.2.4 Postage Refunds Not Available

Refunds are not made for the following:

* * * * *

[Revise item 9.2.4b to read as follows:]

- b. Collect on Delivery (COD), Priority Mail Express insurance, insured mail, Adult Signature, and Registered Mail fees, after the USPS accepts the article (even if the article is later withdrawn from the mail).

* * * * *

9.3 Refunds of Postage Evidencing Systems

* * * * *

9.3.10 Unused, Dated PC Postage Indicia with PIC

[Revise the introductory text of 9.3.10 to read as follows:]

The refund request should reflect any package identification code (PIC). Requests for refund of international mail postage (domestic origin only) and fees may include valid

PICs for any form of USPS Tracking, Signature Confirmation, Adult Signature, or Priority Mail Express, and include those PICs available through Track & Confirm on www.usps.com. Requests for refund of PC Postage indicia that contain a valid PIC are provided as follows:***

* * * *

609 Filing Indemnity Claims for Loss or Damage

* * * *

6.0 Adjudication of Claims

6.1 Initial Adjudication of Claims

[Revise the text of 6.1 to read as follows:]

USPS Accounting Services adjudicates and determines whether to uphold a claim in full or in part, or deny a claim in full.

* * * *

700 Special Standards

* * * *

705 Advanced Preparation and Special Postage Payment Systems

* * * *

2.0 Manifest Mailing System

* * * *

2.9 Electronic Verification System

* * * *

2.9.3 Extra Services

[Revise the text of 2.9.3 to read as follows:]

eVS mailers may use the extra services under 503.0 if they are available for the specific class of mail used.

* * * *

21.0 Postage Due Weight Averaging Program

21.1 Basic Information

* * * *

21.1.3 Quality Control

[Revise the first sentence of 21.1.3 to read as follows:]

PDWA customers may elect to establish a quality control program to ensure that all missorted and accountable mail

(including Certified Mail, Collect on Delivery (COD), return receipt for merchandise, USPS Tracking, Adult Signature, and Signature Confirmation) is identified and returned to the servicing Post Office prior to being opened.***

* * * *

708 Technical Specifications

* * * *

5.0 Standards for Package and Extra Service Barcodes

5.1 Intelligent Mail Package Barcode

* * * *

5.1.3 Barcode Data Fields

[Revise the second sentence of 5.1.3 as follows:]

***Detailed specifications are provided in Publication 199 and on RIBBS at <http://ribbs.usps.gov/>.

* * * *

5.1.4 Physical Barcode Requirements

Detailed physical specifications for barcodes are provided in the resource documents and in Publication 199 available on RIBBS at <http://ribbs.usps.gov/>. Physical barcode requirements are as follows:

* * * *

- g. Human-Readable Representation of Barcode Data and Service Banner: text must be printed in accordance with Exhibit 5.1.4 and as follows:***

[Revise the last sentence of item 5.1.4g.2 to read as follows:]

2. ***See Publication 199 for additional information.

* * * *

5.1.5 Print Quality Requirements

[Revise the first sentence of 5.1.5 to read as follows:]

Detailed specifications for measuring print quality are defined in the Intelligent Mail Package Barcode Specification and Publication 199.

* * * *

Pull-Out Information

Fraud

Invalid USPS Corporate Account Numbers

This listing should be provided to Contract Postal Units and used by acceptance clerks in non-POS locations without intranet access to validate a USPS Corporate Account (USPSCA) number online. For all other locations, online USPSCA validation is preferred. The online validation process is outlined in the USPSCA Validation SOP on the Retail webpage. This list supersedes all previous notices,

which must be recycled. Acceptance clerks must not accept Priority Mail Express™ shipments bearing an invalid USPSCA number in the “Payment by Account” 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 Agreement make up the Corporate Account Number.

005267	009982	076016	111477	119260	293109	379524	481730	600039	750782	906372	926602	968724
005411	013209	076212	112133	119467	293110	379539	482245	600045	750871	907308	927833	968778
005973	014035	076383	115027	122422	293323	381062	483500	600278	751051	910307	927983	968787
006074	014078	076476	115056	130905	296099	381563	485295	600453	752489	912401	928152	968873
006181	014177	078427	115076	142053	296360	381769	487279	600784	752565	912441	928157	968890
006637	014298	079325	115078	142198	296391	383092	489346	601209	752770	914766	928454	968905
006787	014439	079386	115083	142201	300525	392719	490063	602245	752876	915669	928592	968933
006790	014525	080279	115088	142328	300602	402906	490733	604178	757605	917537	928832	968973
007158	014898	089613	115228	142348	301079	403006	492066	604328	770472	917543	928856	969090
007221	014961	089996	115263	142716	301525	405100	493039	605132	800306	917596	930402	969106
007235	015002	090254	115302	142825	306110	436180	496097	606086	801635	917620	933017	969164
007249	015014	091181	115462	142870	321013	443567	496142	607138	802318	917662	933421	970287
007278	015100	091886	115543	159049	321071	450010	531307	608065	802376	917674	935002	970720
007361	015284	091966	115607	165345	327322	452002	531544	611219	802471	920184	940061	971032
007364	015375	091998	117034	171236	327337	452132	531698	631796	802474	920202	940280	972242
007392	015485	092973	117051	176033	329326	452399	531818	638105	805123	921264	940306	972791
008044	015609	093870	117057	192788	329440	460060	534001	641199	806207	926044	940552	972796
008071	018166	093896	117103	193125	330066	462065	537001	660612	820333	926047	947201	972976
008207	018291	094384	117127	195063	330469	463091	545001	666002	837010	926123	950385	973212
008232	018506	095339	117151	197008	330624	463099	551009	671001	837973	926189	950556	973303
008285	019581	095474	117157	199052	331037	470027	551067	671009	840404	926207	951071	973329
008298	020388	095758	117168	200367	331049	477027	551083	672190	840606	926239	951594	974094
008313	023002	096201	117216	207063	333017	480688	551152	672448	841211	926242	951783	975004
008324	025315	097821	117252	208295	335103	481199	551260	673001	841241	926257	951850	980293
008828	026096	097924	117257	210046	336693	481216	551333	681648	841291	926293	951960	980314
008836	026366	098727	117260	210066	339059	481217	551364	681672	841322	926309	951981	981713
008838	026630	100058	117356	210431	344012	481218	551841	684025	841340	926314	954109	982701
008855	028147	100219	117622	210465	347042	481241	553001	687031	841628	926324	967171	983099
008957	029769	100411	117951	210516	349664	481248	553025	701693	843054	926326	967206	992264
009065	041101	100541	117956	212999	350090	481263	553038	705230	844205	926378	967343	995098
009147	055069	100588	117966	220091	352693	481266	553114	706151	847193	926383	968202	995816
009224	062054	100809	117973	220448	352797	481277	553507	730166	852718	926408	968215	995904
009369	070100	102233	117980	220449	358058	481285	553513	730775	852720	926447	968360	997140
009419	070221	102369	117981	220765	361299	481286	553610	740091	853748	926463	968440	
009494	070285	102435	118135	270054	361335	481290	554213	740458	853956	926469	968473	
009496	070317	104361	118501	270057	363156	481293	554243	746015	853981	926496	968576	
009550	070349	104672	118551	274040	366067	481299	554357	749202	875003	926500	968601	
009713	070403	105328	118811	283410	372629	481303	554658	750139	900976	926513	968619	
009830	070988	106536	119112	292258	372936	481313	558091	750165	902509	926595	968636	
009873	075877	108154	119145	292655	374064	481663	559053	750225	904799	926600	968648	

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. Destroy all interim notices when the num-

bers 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.

010 001 0200 to 0299	040 688 8816 to 8899	077 999 4001 to 4090	127 500 2328 to 2399
010 504 1932 to 1999	041 299 6752 to 6799	078 174 4475 to 4499	160 901 2254 to 2299
011 582 1889 to 1899	041 623 8889 to 8899	078 219 4931 to 4999	161 103 6581 to 6599
011 588 2900 to 3099	041 803 6565 to 6599	078 250 4756 to 4799	161 194 2857 to 0899
012 441 0784 to 0799	043 129 1968 to 1997	078 823 8312 to 8399	162 032 4447 to 4499
012 579 5675 to 5699	043 205 5922 to 5999	079 374 0300 to 2499	163 257 1085 to 1099
013 289 6176 to 6199	044 087 3457 to 3499	079 807 2342 to 2399	164 359 2406 to 2499
013 610 0014 to 0099	044 087 4000 to 4099	082 721 0228 to 0254	166 101 1433 to 1499
014 932 1000 to 1099	044 306 4200 to 4299	083 140 5000 to 7499	167 555 5201 to 5212
014 972 0800 to 0899	044 306 4370 to 4599	083 784 8886 to 8899	167 555 5214 to 5299
015 363 0065 to 0099	045 524 4121 to 4298	083 913 6915 to 6999	169 618 6274 to 6299
017 028 3200 to 3299	046 800 9870 to 9899	084 478 3920 to 3999	173 639 4685 to 4699
018 569 5333 to 5399	047 352 4000 to 4099	086 000 8271 to 8299	174 238 2779 to 2799
018 986 5264 to 5299	048 383 7650 to 7659	086 798 3840 to 3849	174 281 9347 to 9399
019 518 2814 to 2899	048 396 3647 to 3699	088 404 4472 to 4499	175 251 2600 to 0699
020 698 5159 to 5199	051 142 0755 to 0799	088 404 5584 to 5699	176 281 7937 to 7950
020 844 7307 to 7399	051 774 8857 to 8899	088 757 8688 to 8699	176 281 7963 to 7999
020 972 8948 to 8999	051 781 2875 to 2885	088 757 9400 to 9499	176 731 6586 to 6599
022 021 9110 to 9181	051 977 7010 to 7023	089 358 2248 to 2257	178 254 5000 to 9999
022 037 1411 to 1499	052 058 7115 to 7199	090 663 9678 to 9684	178 881 9900 to 9999
022 527 9201 to 9210	054 450 1130 to 1167	091 818 0071 to 0099	180 031 2089 to 2098
022 529 1882 to 1899	057 670 0563 to 0599	093 106 9346 to 9355	180 403 7723 to 7741
023 637 7169 to 7199	058 187 3836 to 3899	093 203 0500 to 0599	180 428 4580 to 0599
024 380 4100 to 4199	058 523 3003 to 3099	093 684 3630 to 3699	182 368 7544 to 0599
024 496 6870 to 6896	058 591 1153 to 1299	094 081 5074 to 5099	182 475 3229 to 3258
025 092 0987 to 0999	058 895 3746 to 3799	094 216 2555 to 2599	182 475 3904 to 3933
025 369 5535 to 5599	059 986 0814 to 0899	094 580 7062 to 7099	182 631 0031 to 0099
025 729 1151 to 1199	060 406 7650 to 7699	094 639 4200 to 4299	184 218 2760 to 2799
025 729 1643 to 1799	063 491 8122 to 8199	095 070 7186 to 7199	185 828 1474 to 1499
026 492 3180 to 3199	063 916 9968 to 9999	095 076 8300 to 8399	186 132 7583 to 0599
027 361 0430 to 0499	064 091 4500 to 4599	095 354 6864 to 6899	186 629 0589 to 0599
027 369 4482 to 4495	065 170 0471 to 0499	097 224 1350 to 1599	187 184 6177 to 0199
027 671 8762 to 8776	065 255 7909 to 7999	100 160 3800 to 3899	187 323 8200 to 8299
027 787 9886 to 9899	065 392 6345 to 6399	104 667 6400 to 6499	187 441 6080 to 6099
027 965 9487 to 9499	066 099 2014 to 2099	104 876 8937 to 8999	188 831 6774 to 6799
028 100 8069 to 8099	066 648 2880 to 2899	112 049 4413 to 4499	188 835 6370 to 6399
028 191 1852 to 1999	066 787 3639 to 3699	112 870 9765 to 9799	189 083 1064 to 1099
028 850 3000 to 3199	066 845 7500 to 9999	113 319 2000 to 2099	189 660 9583 to 9599
029 510 1500 to 1599	067 093 3869 to 3899	114 402 3850 to 3899	191 179 0377 to 0399
030 687 0903 to 0999	068 895 0334 to 0399	114 866 5368 to 5397	192 050 5762 to 5781
030 701 3442 to 3499	070 724 4488 to 4499	116 154 2800 to 2899	194 456 8600 to 0699
031 077 4507 to 4799	070 841 9181 to 9199	116 986 4400 to 4499	195 194 6881 to 6899
032 295 7500 to 9999	070 844 2546 to 2599	117 175 1647 to 5169	199 105 0778 to 0799
034 394 1000 to 1099	070 916 1340 to 1399	117 951 4687 to 4699	199 678 2968 to 2999
034 943 0400 to 0799	071 047 5768 to 5799	117 951 5200 to 5299	202 748 5133 to 5199
035 035 4337 to 4399	071 179 9800 to 9899	119 786 3051 to 3064	202 748 5245 to 5299
037 312 7500 to 7599	071 386 3682 to 3699	119 815 8961 to 6199	202 748 5300 to 5399
037 706 9578 to 9599	071 507 6840 to 6899	119 850 7400 to 7499	202 748 5400 to 5499
037 805 3677 to 3699	072 045 9641 to 9699	119 850 7700 to 7999	203 256 1240 to 1299
037 909 5490 to 5499	072 675 8287 to 8299	121 634 0460 to 0499	205 019 0174 to 0199
037 931 4660 to 4699	073 763 0867 to 0876	122 451 9879 to 9899	207 196 9900 to 9999
039 145 6521 to 6595	073 763 0878 to 0887	122 714 6805 to 6900	207 204 0700 to 0799
040 024 3901 to 3999	073 763 0889 to 0898	124 916 0304 to 0499	207 204 0800 to 0899
040 674 7100 to 7199	077 617 5481 to 5499	126 423 0136 to 0169	207 514 3857 to 3899

208 556 4707 to 4799	395 343 3264 to 3299	414 965 1727 to 1799	436 160 6441 to 6499
210 057 4038 to 4047	395 373 3035 to 3099	417 302 8104 to 8199	437 316 7115 to 7199
210 221 0548 to 0599	395 396 9649 to 9799	417 387 6532 to 6599	437 427 0500 to 3499
214 303 6311 to 6325	395 970 3240 to 3299	417 496 6800 to 6999	439 179 2300 to 2399
214 303 6239 to 6258	397 622 4054 to 4099	417 871 9250 to 9299	439 310 0458 to 0499
227 275 9400 to 9999	397 819 8902 to 8999	417 930 9533 to 9599	440 698 1947 to 1999
273 070 8059 to 8099	398 149 7200 to 7699	418 164 6500 to 6799	440 858 6300 to 6399
273 775 7700 to 7899	399 070 0872 to 0899	418 423 9863 to 9899	440 858 6420 to 7299
302 000 0000 to 9999	399 156 7119 to 7199	418 633 5922 to 5999	441 199 1655 to 1699
349 746 2056 to 2099	399 203 5064 to 5099	418 719 8520 to 8599	443 127 3648 to 3699
350 518 7350 to 7374	399 296 9910 to 9999	418 744 2235 to 2299	443 127 4000 to 4099
360 011 1690 to 1699	399 396 8935 to 8999	418 962 2848 to 2899	443 673 7900 to 7999
360 168 6008 to 6099	399 792 7775 to 7799	419 543 0286 to 0299	443 800 9335 to 9399
360 173 8800 to 8899	399 792 8300 to 8399	419 730 0300 to 0399	444 382 8822 to 8899
360 324 2326 to 2399	400 427 1051 to 1999	420 277 0015 to 0049	444 390 1667 to 1699
362 861 3064 to 3099	401 045 1505 to 1549	420 599 0734 to 0798	444 457 3854 to 3899
373 006 2176 to 2199	401 045 1571 to 1599	420 661 4115 to 4199	450 048 4173 to 4199
374 768 2600 to 2699	401 294 2700 to 2799	420 758 9500 to 9699	450 048 4442 to 4699
375 169 4400 to 4599	401 310 9505 to 9599	420 969 3951 to 3971	450 560 5173 to 5199
375 829 3400 to 3499	401 382 5312 to 5399	420 969 3973 to 3999	450 620 3077 to 3099
375 851 9100 to 9199	402 578 7876 to 7899	421 116 3565 to 3599	450 620 3135 to 3199
376 196 0911 to 0999	403 125 6744 to 6799	421 130 9300 to 9399	450 780 2716 to 2799
378 085 3679 to 3699	403 260 7000 to 7499	421 313 4500 to 4999	450 801 2700 to 2799
378 351 1063 to 1099	403 280 6470 to 6499	421 364 5537 to 5599	451 109 2967 to 2984
379 843 5100 to 5199	403 685 8600 to 8699	421 656 2609 to 2699	451 115 4110 to 4125
380 093 9600 to 9699	404 003 0300 to 0399	421 988 9700 to 9799	451 115 4127 to 4199
380 165 1165 to 1199	404 041 8838 to 8899	422 172 4667 to 4699	451 746 0700 to 0799
381 325 4500 to 4599	404 071 4268 to 4299	422 484 4212 to 4299	452 265 0074 to 0099
381 604 2510 to 2699	404 347 5356 to 5399	422 556 1270 to 1299	452 265 0246 to 0299
381 645 9525 to 9599	404 347 5548 to 5599	422 587 7024 to 7099	452 265 0335 to 0999
383 314 3968 to 3999	404 726 4500 to 4599	422 819 7533 to 7599	452 509 1169 to 1199
383 892 1000 to 1344	404 961 5001 to 5199	422 842 5073 to 5087	452 855 6471 to 6499
383 892 1382 to 1399	405 325 0188 to 0198	422 907 7563 to 7599	452 890 4679 to 4799
384 925 3641 to 3654	406 009 4587 to 4599	424 500 6050 to 6099	452 900 8215 to 8238
385 568 2331 to 2399	406 260 6830 to 6899	424 641 8500 to 8599	453 117 9146 to 9199
385 599 7554 to 7575	406 459 6641 to 6999	424 871 6600 to 6699	453 334 3631 to 3699
385 774 2024 to 2099	406 733 3000 to 3999	425 298 2352 to 2399	453 603 7841 to 7891
386 624 1412 to 1599	407 545 1557 to 1599	425 418 4269 to 4299	453 650 1140 to 1199
386 883 8936 to 8999	407 594 0412 to 0599	425 418 4405 to 4499	453 741 1300 to 1399
387 314 5574 to 5599	407 692 9100 to 9299	426 547 4566 to 4599	454 013 2919 to 2999
387 837 6300 to 6399	407 959 2190 to 2199	427 412 6337 to 6499	454 186 2411 to 2499
388 828 0656 to 0699	408 265 2275 to 2288	427 481 0900 to 0999	454 268 4883 to 4899
389 696 2400 to 2799	408 499 7700 to 7799	428 027 2742 to 2752	454 302 5400 to 5499
389 846 3104 to 3135	408 499 7900 to 7999	429 474 4172 to 4199	454 490 8300 to 8399
389 846 3145 to 3195	408 682 8484 to 8599	429 889 2900 to 2999	454 547 7434 to 7499
389 887 9211 to 9230	408 698 7015 to 7099	430 150 4401 to 4599	454 922 4867 to 4895
389 887 9234 to 9299	409 072 3941 to 3999	430 172 9800 to 9899	455 221 1348 to 1499
390 001 3182 to 3199	410 491 2311 to 2399	430 177 1900 to 2099	455 364 2147 to 2199
390 001 3500 to 3699	410 694 8400 to 8599	430 444 9500 to 9699	455 399 5400 to 5499
390 545 5974 to 5999	410 775 1500 to 1599	430 664 4070 to 4099	455 476 0676 to 0699
391 104 6146 to 6199	410 795 7927 to 7999	432 168 8419 to 8499	455 543 0618 to 0699
391 574 1466 to 1499	410 867 0917 to 0966	432 708 6800 to 6999	456 410 9006 to 9099
391 783 3020 to 3599	410 867 0970 to 0999	432 744 1544 to 1599	456 470 4146 to 4299
391 792 6100 to 6199	411 868 1023 to 1199	432 995 9775 to 9799	456 619 4460 to 4499
392 668 2956 to 2999	411 922 2322 to 2399	433 003 5800 to 5899	457 333 2686 to 2699
392 854 8500 to 8899	412 193 0900 to 0999	433 757 3047 to 3099	457 729 1767 to 1777
393 584 7566 to 7699	412 395 8599 to 8699	433 765 4003 to 4099	457 937 8615 to 8699
393 650 0074 to 0099	412 485 6500 to 6599	434 482 7060 to 7199	458 028 9810 to 9899
393 838 8316 to 8499	412 485 6610 to 6699	434 513 2386 to 2399	458 057 2712 to 2999
393 893 6007 to 6099	412 885 5953 to 5999	434 968 3076 to 3092	458 069 9537 to 9599
394 126 6907 to 6999	414 193 3608 to 3674	435 303 1831 to 1842	458 069 9665 to 9699
394 189 0405 to 0599	414 193 3677 to 3699	435 303 1986 to 1999	458 337 5222 to 5299
394 822 3243 to 3278	414 411 7348 to 7399	435 666 6092 to 6399	458 354 7653 to 7999
394 990 1810 to 1899	414 640 0757 to 0799	436 082 6400 to 6899	458 671 8678 to 8699

458 671 8721	to	8798	476 331 2480	to	2499	493 716 2153	to	2199	607 689 7951	to	7960
458 847 5044	to	5999	477 289 8601	to	8699	494 206 2972	to	2999	607 728 1276	to	1299
459 274 7624	to	7699	477 681 5206	to	5299	494 217 3446	to	3999	608 727 7100	to	7199
459 365 5432	to	5499	478 010 4243	to	4268	494 224 0500	to	0599	608 727 7273	to	7599
459 378 5764	to	5799	478 010 4270	to	4291	495 145 0600	to	0699	608 813 9950	to	9999
459 472 4816	to	4999	478 450 5071	to	5099	496 209 7425	to	7499	609 067 5325	to	5399
460 349 6878	to	6899	478 469 7838	to	7858	496 213 8728	to	8799	609 067 5488	to	5499
460 550 1909	to	1999	478 469 7883	to	7899	496 474 5226	to	5248	609 067 5600	to	5699
460 997 5234	to	5299	479 280 9800	to	9899	497 053 8517	to	8699	609 289 6123	to	6199
461 973 6443	to	6499	479 365 9116	to	9176	497 854 8673	to	8699	609 438 4400	to	4499
462 152 0107	to	0299	479 412 9900	to	9999	498 449 8888	to	8899	609 493 1100	to	1199
462 274 1072	to	1099	479 667 6190	to	6199	498 929 8285	to	8499	609 766 8091	to	8999
462 277 8373	to	8399	479 748 9680	to	9699	498 936 5310	to	5399	609 825 4100	to	4115
462 554 6051	to	6099	479 860 7000	to	7199	499 016 5425	to	5499	609 884 2981	to	2999
463 011 5529	to	5540	480 526 2000	to	2099	499 440 8575	to	8899	609 893 1000	to	1099
463 176 4115	to	4199	480 640 6330	to	6399	499 731 6717	to	6799	610 092 3200	to	3299
463 176 4229	to	4299	480 658 0568	to	0599	500 064 1858	to	1869	610 582 4200	to	4299
463 185 2600	to	2799	480 689 5100	to	5199	500 070 5725	to	7799	611 879 6939	to	6999
463 227 7711	to	7799	481 072 9463	to	9499	501 058 0016	to	0026	612 291 8013	to	8099
463 414 4869	to	4899	481 673 0074	to	0095	501 331 0300	to	0399	612 751 5171	to	5199
463 808 3484	to	3499	482 527 1500	to	1599	501 460 0977	to	0999	612 751 5226	to	5299
463 945 7400	to	7899	482 541 5255	to	5299	502 227 7645	to	7699	612 751 6083	to	6099
464 629 9000	to	9399	482 729 6800	to	6899	502 424 0200	to	0499	612 751 6268	to	6299
464 711 4332	to	4399	483 363 7207	to	7299	502 424 0600	to	0699	612 751 6572	to	6599
465 692 3963	to	3999	483 402 2356	to	2399	502 496 6923	to	6999	612 774 2111	to	2199
465 698 8300	to	8599	483 486 5100	to	5199	503 003 2700	to	2899	612 774 2254	to	2299
465 743 7745	to	7799	483 632 1521	to	1599	503 194 5144	to	5153	612 774 2500	to	2599
466 798 6056	to	6067	483 632 2600	to	2799	503 790 9922	to	9948	614 469 0979	to	0999
467 147 4300	to	4399	483 849 1615	to	1699	504 045 4030	to	4099	614 474 3000	to	3099
468 079 5782	to	5799	484 174 4803	to	5299	504 166 0200	to	0599	614 521 3490	to	3499
469 067 2817	to	2899	484 323 8900	to	9199	504 240 1062	to	1399	614 645 1800	to	1899
469 127 8000	to	8199	484 680 5000	to	5038	504 805 3300	to	3499	614 832 1100	to	2099
469 213 0359	to	0399	484 680 5040	to	5074	505 893 7739	to	7799	615 017 7505	to	7599
469 213 0500	to	0599	484 680 5077	to	5099	505 893 7800	to	7999	617 711 6609	to	6699
469 561 8011	to	8099	485 029 4913	to	4999	506 124 0800	to	0999	617 760 5266	to	5299
469 658 1961	to	1999	486 176 0600	to	0699	506 165 7027	to	0099	617 813 3601	to	3699
469 666 9900	to	9999	486 559 7555	to	7599	506 502 5209	to	5299	618 840 9200	to	9299
469 678 1900	to	1999	486 696 3023	to	3199	506 836 5326	to	5399	619 551 7229	to	7299
469 781 4900	to	4999	488 173 7900	to	7999	508 488 6226	to	6299	619 859 3000	to	3099
469 947 6960	to	6999	488 206 4100	to	4199	508 789 8332	to	8399	620 073 9400	to	9499
470 755 5800	to	5818	488 226 0200	to	0299	508 789 8400	to	8499	621 614 7907	to	7930
471 918 0300	to	0999	488 709 3906	to	3999	510 150 2400	to	2499	621 614 7932	to	7999
471 985 2408	to	2419	488 855 8359	to	8399	600 645 3223	to	3299	621 648 8021	to	8199
472 191 6700	to	6799	489 181 8963	to	8999	601 339 1200	to	1399	621 648 8500	to	8599
472 270 2555	to	2599	489 223 2000	to	2099	601 653 5884	to	5899	621 904 8351	to	8599
472 987 0213	to	0241	489 311 1930	to	1999	601 661 7700	to	7799	621 916 1978	to	1989
472 987 0290	to	0299	489 318 6200	to	6300	601 682 5343	to	5399	622 989 8032	to	8099
473 151 2069	to	2199	489 384 0027	to	0099	601 928 1600	to	1699	623 076 9300	to	9399
473 666 9138	to	9199	489 427 0658	to	0899	602 512 2972	to	2999	623 819 5006	to	5099
473 952 3429	to	3499	489 997 5252	to	5299	602 555 2400	to	2799	623 895 8200	to	8399
474 108 5402	to	5499	490 669 5850	to	6099	602 829 7061	to	7099	623 917 0000	to	0099
474 356 5193	to	5299	490 717 7080	to	7099	603 483 9572	to	9599	623 917 0200	to	0299
474 949 3366	to	3399	490 721 6000	to	6099	603 490 7200	to	7299	624 468 5288	to	5299
475 134 9362	to	9399	490 793 1500	to	2099	603 678 7100	to	7199	624 665 3162	to	3198
475 167 9667	to	9699	490 886 8171	to	8199	603 678 7662	to	7699	625 088 6735	to	6799
475 319 3415	to	3499	490 977 9221	to	9240	603 678 7902	to	7999	625 916 9500	to	9799
475 319 3649	to	3799	491 258 8100	to	9099	603 678 8418	to	8499	625 968 8956	to	8999
475 340 6400	to	6599	491 567 1376	to	1399	603 678 8700	to	9999	627 005 3938	to	3999
475 424 8410	to	8499	492 254 4800	to	4899	604 086 0880	to	0899	627 384 3907	to	4099
475 629 9156	to	9199	492 283 5100	to	5199	604 349 1414	to	1499	627 496 7549	to	7599
475 850 6101	to	6199	492 610 6813	to	6899	604 503 7776	to	7799	627 708 3605	to	3699
475 875 2500	to	2599	493 394 5568	to	5599	605 520 9037	to	9099	627 776 2500	to	2599
476 169 8264	to	8299	493 470 2562	to	2599	605 685 4010	to	4099	628 226 3100	to	3199
476 189 3000	to	3499	493 473 7700	to	7799	605 988 6467	to	6499	628 814 4702	to	4799

628 851 9689	to 9699	645 930 7948	to 7999	664 656 3055	to 3099	690 893 5512	to 5599
629 510 7200	to 7299	645 975 0737	to 0762	665 174 6400	to 6499	690 904 1300	to 1599
629 964 4200	to 4294	646 242 6200	to 6299	665 274 8208	to 8299	690 941 6000	to 6199
630 389 3056	to 3071	646 270 7639	to 7799	665 669 5400	to 5499	691 313 6383	to 6399
630 463 0588	to 0599	646 798 4000	to 4999	666 132 8226	to 8299	691 313 6600	to 6699
631 459 9117	to 9199	647 048 7035	to 7099	666 696 2209	to 2299	691 582 8003	to 8099
631 762 9325	to 9399	647 049 2900	to 2999	666 696 2309	to 2399	691 664 1800	to 1999
632 217 4933	to 4999	647 398 8300	to 8399	667 032 9300	to 9399	691 664 2400	to 2499
632 500 0000	to 640 3999	647 398 8481	to 8499	667 729 5529	to 5599	692 727 9362	to 9399
633 110 4165	to 4199	647 437 3000	to 4999	668 383 8400	to 8699	692 798 1800	to 1899
633 110 4303	to 4499	647 811 2188	to 2199	670 368 3400	to 3499	693 249 0779	to 0799
633 438 6429	to 6599	648 009 6057	to 6099	670 369 7336	to 7399	693 249 0877	to 1699
633 588 7173	to 7182	648 163 5300	to 5499	670 750 7169	to 7199	693 445 0566	to 0999
634 725 0700	to 0799	648 722 5283	to 5299	671 046 6200	to 6399	693 448 8500	to 8999
634 803 3239	to 3299	648 892 3164	to 3199	671 251 5448	to 5499	693 645 9583	to 9599
634 807 2474	to 2499	649 100 3989	to 3999	671 926 5600	to 5799	693 965 4200	to 4299
634 827 5900	to 5999	649 647 0370	to 0399	672 444 2000	to 2999	695 741 2906	to 2999
634 886 3428	to 3499	649 647 0522	to 0599	672 828 3410	to 3499	695 947 8518	to 8599
635 559 3449	to 3499	649 647 5237	to 5399	673 167 5776	to 5799	696 662 8247	to 8299
636 289 6214	to 6299	649 647 9100	to 9299	675 464 3700	to 3799	697 447 8285	to 8296
636 634 8007	to 8042	649 666 7800	to 8299	675 464 4000	to 4199	698 042 4816	to 4899
637 150 1200	to 1299	650 114 7707	to 7719	676 365 5958	to 5999	698 131 2138	to 2157
637 562 5828	to 5899	650 130 3400	to 3599	676 669 1024	to 1099	698 227 0000	to 0099
638 042 1647	to 1699	650 213 0406	to 0499	677 126 6734	to 6799	700 065 2570	to 2599
638 049 4984	to 4999	650 555 1749	to 1799	677 333 9979	to 9999	700 065 4800	to 4899
638 318 1115	to 1199	650 564 1900	to 1999	677 466 1088	to 1099	700 190 3350	to 3359
638 318 1453	to 1499	650 627 4212	to 4299	678 071 4500	to 4799	700 228 6048	to 6099
638 885 0000	to 0299	650 736 2043	to 2099	678 096 7531	to 7599	700 650 0452	to 0499
638 903 4362	to 4373	650 739 1540	to 1699	679 909 2578	to 2599	700 666 1323	to 1349
639 415 1929	to 1999	651 741 4415	to 4499	680 112 9565	to 9599	700 786 9106	to 9142
639 415 2019	to 2099	651 882 2800	to 2899	680 244 0903	to 0999	700 859 0744	to 0758
639 420 6200	to 6299	652 754 6317	to 6399	680 412 6046	to 6099	701 028 6780	to 6899
639 469 3517	to 3799	653 131 4945	to 4999	680 761 6800	to 6899	701 213 3900	to 3999
639 605 2143	to 2199	653 426 3300	to 3399	681 677 0540	to 0699	701 267 2000	to 3999
639 657 8600	to 8799	653 455 4874	to 4899	682 070 1029	to 1099	701 335 7312	to 7399
640 289 7500	to 7599	654 238 0000	to 0399	682 956 6280	to 6299	701 369 2005	to 2050
640 289 7700	to 7999	654 404 3065	to 3092	682 956 6490	to 6599	701 499 2260	to 2299
641 170 4420	to 4499	654 962 2900	to 3199	682 956 6700	to 6799	701 503 2247	to 2299
641 318 3133	to 3199	655 103 5081	to 5199	682 965 1178	to 1199	701 541 2271	to 2299
641 378 6500	to 6999	655 523 2600	to 2999	682 965 1201	to 1299	701 553 6557	to 6599
641 383 8739	to 8799	656 305 2448	to 2499	683 118 2389	to 2399	701 578 7460	to 7469
641 877 3187	to 3299	657 347 4438	to 4999	683 378 2000	to 2099	701 578 7475	to 7499
641 877 3310	to 3399	657 710 8100	to 8999	683 378 2117	to 2299	701 601 3457	to 3499
642 355 8094	to 8199	657 780 0985	to 0999	683 415 1200	to 1499	701 605 5913	to 5999
642 355 8308	to 8999	658 586 1400	to 1499	683 444 8159	to 8199	701 695 3982	to 3999
642 900 0018	to 0099	658 877 8000	to 8199	685 154 7780	to 7789	701 695 4148	to 4199
643 030 6254	to 6299	658 880 8000	to 8199	685 297 7645	to 7699	701 695 4227	to 4299
644 066 0882	to 0899	659 398 7300	to 7399	685 623 5264	to 5299	701 708 1741	to 1799
644 069 0600	to 0699	659 706 8113	to 8199	685 650 9487	to 9499	701 736 3966	to 3999
644 077 7506	to 7699	659 846 7837	to 7899	685 669 4200	to 4299	701 772 0870	to 0899
644 085 8157	to 8199	660 510 4100	to 4199	685 757 8452	to 8499	701 838 2800	to 2899
644 112 9839	to 9899	660 673 0400	to 0599	686 071 2694	to 2799	701 941 0600	to 0699
644 373 9083	to 9099	661 488 5000	to 5099	686 176 3333	to 3354	702 171 1603	to 1699
644 380 1460	to 1499	661 609 9100	to 9199	686 372 3200	to 3299	702 195 5109	to 5199
644 733 4715	to 4799	661 716 9420	to 9499	686 644 5879	to 5899	702 254 9300	to 9399
644 900 9712	to 9799	661 906 6522	to 6599	686 899 1371	to 1399	702 264 7569	to 7599
644 901 0109	to 1299	662 021 8332	to 8399	686 931 7636	to 7699	702 519 0513	to 0524
644 901 1325	to 1399	662 068 0700	to 0899	687 601 0973	to 0999	702 713 1800	to 1809
644 923 6800	to 7799	662 553 0774	to 0799	687 614 6774	to 6799	702 821 5730	to 5799
644 932 4655	to 4699	663 078 7034	to 7099	688 120 9000	to 9999	702 821 5805	to 5899
645 318 7240	to 7499	663 763 5300	to 5399	688 314 3107	to 3191	702 844 6975	to 6994
645 333 1766	to 1799	663 883 7039	to 7499	690 291 1361	to 1371	702 846 6331	to 6399
645 790 8632	to 8699	663 938 9200	to 9299	690 788 2877	to 2899	702 848 3900	to 3999
645 821 0657	to 0699	664 253 8000	to 8499	690 893 5344	to 5399	702 857 7302	to 7499

702 878 0114	to	0199	834 354 8824	to	8838	859 437 5538	to	5599	904 892 0378	to	0399
703 364 1707	to	1799	835 269 5700	to	5799	859 811 2888	to	2899	904 892 0648	to	1299
740 002 7710	to	7719	835 496 7303	to	7399	859 855 8873	to	8999	905 056 2216	to	2299
740 119 2275	to	2284	835 539 5200	to	5999	860 240 8520	to	8599	905 510 6647	to	6799
740 130 6688	to	6698	835 813 3015	to	3099	860 275 3900	to	3999	905 510 6900	to	7099
740 144 2780	to	2795	837 672 8967	to	8999	860 518 9629	to	9699	905 794 0000	to	0199
740 241 9049	to	9099	837 784 3282	to	3299	860 600 0021	to	0999	905 794 0288	to	0299
740 252 9265	to	9294	838 176 8377	to	8399	861 158 2350	to	2599	905 873 6900	to	6999
740 255 1718	to	1799	838 518 1257	to	1299	861 367 5400	to	5499	905 873 7100	to	7299
740 274 2602	to	2619	839 718 8257	to	8299	861 637 6010	to	6099	905 880 8900	to	8999
740 277 0366	to	0392	840 323 0600	to	0699	861 979 7292	to	7499	905 889 7100	to	7199
740 332 7658	to	7671	840 875 6235	to	6299	862 216 6100	to	6199	906 158 1508	to	1599
740 348 6641	to	6658	840 910 0900	to	0999	862 263 9213	to	9299	906 558 8812	to	8899
740 351 4790	to	4799	841 349 5000	to	5099	862 271 0800	to	0999	906 982 2214	to	2299
740 374 7416	to	7499	841 805 7747	to	7899	862 271 5000	to	5099	907 725 8500	to	8599
740 470 2420	to	2443	841 805 7944	to	8099	863 871 5138	to	5199	907 815 0216	to	0257
740 514 0300	to	0499	842 226 0685	to	0695	863 949 5300	to	5399	908 622 4225	to	4235
740 523 7432	to	7449	842 685 4600	to	4699	864 088 8200	to	8299	908 936 9254	to	9299
740 535 1555	to	1580	842 685 4742	to	4999	864 426 3972	to	3999	909 066 4494	to	7499
740 557 3570	to	3579	842 860 0300	to	0399	864 520 6117	to	6136	909 067 7400	to	7499
740 650 4104	to	4140	842 898 5582	to	5599	865 151 0526	to	0599	909 100 1787	to	1799
740 684 0620	to	0800	843 062 7100	to	7199	865 500 4034	to	4099	909 100 1900	to	2099
740 701 6105	to	6114	843 077 6288	to	6299	865 883 6082	to	6099	909 355 0422	to	0499
740 705 9790	to	9799	843 077 6378	to	6399	866 004 3000	to	3999	909 568 8900	to	9099
740 726 6400	to	6500	843 758 5769	to	5778	866 442 4100	to	4899	909 568 9300	to	9499
740 748 8319	to	8329	843 786 2554	to	2699	867 366 9108	to	9118	909 725 7307	to	7399
740 765 3306	to	3399	845 656 8165	to	8199	867 633 7403	to	7499	909 833 0947	to	0999
740 774 8434	to	8499	845 727 2100	to	2199	867 737 5623	to	5699	910 219 8631	to	8699
740 786 1885	to	1899	845 746 2618	to	2635	868 169 4529	to	4599	910 265 1100	to	1199
740 790 5989	to	5999	846 390 7531	to	7599	868 173 8400	to	8599	910 471 7273	to	7299
740 820 4854	to	7836	846 918 0572	to	0599	868 514 9000	to	9099	910 536 2505	to	2599
740 827 7578	to	7594	847 237 7690	to	7699	868 566 9200	to	9299	910 958 7499	to	7599
740 917 7490	to	7499	847 284 2481	to	2499	869 200 0000	to	9999	911 140 1000	to	2199
740 918 5531	to	5549	847 374 7055	to	7065	869 387 1150	to	1199	911 245 2545	to	2599
741 037 8528	to	8551	847 374 7055	to	7065	869 505 3500	to	3599	911 268 9077	to	9099
742 030 6135	to	6149	847 636 5304	to	5399	869 523 7033	to	7099	911 400 8948	to	8999
742 033 2663	to	2674	847 700 5447	to	5499	869 566 6150	to	6167	911 508 1620	to	1799
742 040 3300	to	3309	847 723 7500	to	7599	869 800 0000	to	999 9999	911 509 9310	to	9399
742 151 5000	to	5014	849 485 3427	to	3499	870 054 4814	to	4899	911 523 3000	to	3999
742 192 5210	to	5224	849 520 9850	to	9899	870 491 4812	to	4849	912 057 9922	to	9999
742 228 9660	to	9669	849 608 1357	to	1399	870 536 5820	to	5829	912 882 0563	to	0899
805 885 8411	to	8499	849 792 2600	to	2699	870 541 7167	to	7239	913 605 2218	to	2299
806 087 1100	to	1499	850 546 1862	to	1899	870 575 8155	to	8999	913 709 2429	to	2499
806 268 9275	to	9299	851 143 6826	to	6844	870 589 0485	to	0494	913 818 3501	to	3999
806 534 3400	to	3477	851 209 9880	to	9899	870 691 7060	to	7099	914 063 4300	to	4399
807 342 3283	to	3399	851 928 9221	to	9299	872 028 4850	to	4899	914 346 7621	to	7644
808 086 7100	to	7199	852 589 6560	to	6599	872 029 9306	to	9399	914 453 1366	to	1399
808 090 3440	to	3499	853 049 3646	to	3699	872 078 3709	to	3799	914 529 6185	to	6299
808 325 5161	to	5699	854 304 4089	to	4999	872 100 0445	to	0459	914 896 4658	to	4699
808 784 8000	to	8299	854 529 2200	to	2299	900 556 4178	to	4199	915 187 8774	to	8779
830 125 0672	to	0699	854 532 0000	to	2999	900 845 0044	to	0099	915 300 2783	to	2799
830 602 5800	to	5999	855 001 6204	to	6249	900 936 0217	to	0299	915 546 6822	to	6999
830 610 3700	to	3799	855 319 9364	to	9399	900 936 0435	to	0499	915 646 5183	to	5199
830 983 3500	to	3599	855 361 3390	to	3399	901 058 5255	to	5280	915 671 3963	to	3980
830 983 3635	to	3699	856 226 0490	to	0499	901 273 1082	to	1099	915 671 3982	to	3999
831 354 1387	to	1399	856 656 5800	to	5999	901 287 5143	to	5199	915 675 2217	to	2299
831 815 8240	to	8299	856 752 0200	to	0299	901 291 2789	to	2799	916 440 3377	to	3399
832 525 3810	to	3899	857 111 1352	to	1399	901 525 7122	to	7199	916 670 6352	to	6399
833 159 1884	to	1899	857 279 3450	to	3499	902 089 1253	to	1299	916 682 5300	to	5399
833 456 2567	to	2599	857 843 4000	to	4099	902 198 9769	to	9799	916 694 1414	to	1499
833 566 3015	to	3071	858 124 7644	to	7699	902 948 1269	to	1299	916 703 0802	to	0821
834 130 5200	to	5299	858 756 3111	to	3299	902 985 0833	to	0899	917 089 0709	to	0799
834 316 5444	to	5499	859 063 8200	to	8699	903 370 6934	to	6999	917 089 0842	to	0899
834 354 8747	to	8766	859 190 0600	to	0644	904 600 6523	to	6599	917 216 2928	to	2999

917 370 6300 to 6499	920 963 4567 to 4599	924 533 2428 to 2499	932 732 1796 to 1799
917 486 4900 to 4999	921 333 7400 to 7499	924 685 1957 to 1999	932 827 9026 to 9099
918 460 0602 to 0699	921 477 3762 to 3799	924 946 6300 to 6699	932 957 2300 to 2399
918 951 7231 to 7299	922 278 1048 to 1399	925 333 5900 to 6099	933 060 6160 to 6189
919 519 2786 to 2799	922 280 2019 to 2099	925 336 2300 to 2399	933 387 2541 to 2561
919 536 0770 to 0799	922 280 2233 to 2299	926 432 5907 to 5999	933 760 3609 to 4199
919 814 3095 to 3199	922 773 0459 to 0499	926 436 3600 to 3699	933 894 0928 to 0999
919 889 5110 to 5134	923 032 7000 to 7399	927 765 6257 to 6299	934 018 2729 to 2741
919 889 5137 to 5176	923 045 3630 to 3699	928 197 8100 to 8199	934 180 0300 to 0399
919 889 5178 to 5199	923 484 3600 to 3699	928 197 8283 to 8299	934 236 3954 to 3999
919 889 5030 to 5070	923 493 9403 to 9599	928 856 2059 to 2068	934 622 8717 to 8999
919 889 5090 to 5099	923 493 9681 to 9699	930 219 1722 to 1799	935 216 0312 to 0399
919 915 2774 to 2787	923 604 4424 to 4499	930 335 7810 to 7819	935 843 2202 to 2247
920 155 4662 to 4687	923 810 7800 to 8299	931 097 9259 to 9299	936 024 8889 to 8899
920 309 9039 to 9199	924 252 1200 to 1299	931 156 1502 to 1579	936 339 4455 to 4499
920 771 5321 to 5399	924 252 1400 to 1499	931 156 1600 to 1625	
920 857 5500 to 5899	924 533 0711 to 0799	931 156 1671 to 1699	
920 864 3480 to 3499	924 533 2343 to 2399	932 506 6400 to 6599	

— Criminal Investigations Group, Postal Inspection Service, 1-9-14

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 all 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 outdated money orders **104 151 601 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.

719 869 731	to 9 760	728 702 338	to 2 400	734 950 111	to 0 170	742 408 771	to 8 830
720 227 871	to 7 930	728 915 371	to 5 850	735 120 331	to 0 840	742 512 120	to 2 150
720 227 949	to 7 960	728 953 141	to 3 410	735 283 008	to 3 020	742 684 849	to 4 890
720 368 543	to 8 570	728 954 280	to 4 310	735 293 131	to 3 220	742 839 553	to 9 630
720 392 151	to 2 570	729 169 081	to 9 140	735 635 010	to 5 040	742 913 668	to 3 700
720 556 491	to 6 640	729 363 841	to 3 870	735 783 961	to 3 990	742 917 287	to 7 296
720 558 621	to 8 650	729 682 891	to 3 190	735 803 401	to 3 430	742 921 891	to 1 980
720 575 361	to 5 570	729 838 940	to 9 070	736 005 420	to 5 440	742 983 631	to 3 810
720 590 152	to 0 179	729 839 101	to 9 130	736 366 021	to 6 110	743 020 021	to 0 170
721 638 331	to 9 170	730 077 683	to 7 840	736 624 456	to 4 500	743 206 491	to 6 500
721 815 391	to 5 420	730 109 847	to 9 880	736 670 851	to 1 060	743 235 992	to 6 050
721 969 713	to 9 740	730 373 761	to 3 850	736 767 061	to 7 090	743 940 631	to 0 900
722 072 137	to 2 160	730 501 951	to 2 130	736 767 093	to 7 120	743 978 011	to 8 070
722 378 265	to 8 280	730 519 379	to 9 470	736 982 191	to 2 370	744 234 751	to 4 780
722 413 990	to 4 004	730 569 278	to 9 360	736 982 551	to 2 730	744 499 591	to 9 680
722 764 948	to 4 980	730 711 711	to 1 740	737 110 141	to 0 170	744 626 901	to 6 910
722 825 840	to 5 889	730 722 991	to 3 230	737 185 501	to 5 710	745 388 794	to 8 910
723 153 841	to 3 850	730 845 970	to 5 990	737 317 321	to 7 350	746 446 806	to 6 820
723 237 616	to 7 630	730 888 291	to 8 320	737 517 781	to 7 840	746 818 351	to 8 410
723 331 081	to 1 110	730 927 591	to 7 680	737 628 181	to 8 210	747 245 266	to 5 280
723 496 443	to 6 470	731 307 914	to 7 930	737 634 258	to 4 270	747 364 813	to 4 830
723 967 291	to 7 320	731 402 431	to 2 460	738 361 971	to 1 980	747 501 434	to 1 450
724 655 196	to 5 340	731 407 232	to 7 320	738 447 601	to 7 660	747 739 891	to 0 070
724 711 441	to 1 500	731 588 301	to 8 340	738 648 355	to 8 450	748 148 649	to 8 760
724 711 538	to 1 560	731 767 273	to 7 320	738 849 811	to 9 900	748 259 960	to 9 970
724 793 221	to 3 250	731 781 061	to 1 120	738 892 270	to 2 290	748 565 162	to 5 280
724 908 109	to 8 120	731 837 821	to 7 910	738 997 259	to 7 380	748 874 988	to 5 030
724 937 461	to 7 670	731 841 377	to 1 450	739 161 451	to 1 540	749 137 381	to 7 410
725 163 118	to 3 151	732 018 481	to 8 600	739 219 381	to 9 440	749 190 192	to 0 210
725 202 735	to 2 750	732 067 972	to 8 370	739 740 151	to 0 180	749 685 421	to 5 450
725 398 591	to 8 800	732 188 649	to 8 670	739 793 491	to 3 520	749 846 791	to 6 850
725 464 591	to 4 920	732 193 460	to 3 470	739 793 527	to 3 550	749 993 131	to 3 580
725 475 321	to 5 330	732 201 241	to 1 390	739 942 621	to 2 650	750 071 587	to 1 610
725 711 057	to 1 070	732 220 431	to 0 440	739 999 231	to 9 320	750 408 167	to 8 183
725 738 581	to 8 730	732 355 201	to 5 380	740 011 517	to 1 530	750 438 421	to 8 501
725 981 311	to 1 430	732 472 320	to 2 560	740 030 701	to 0 970	750 743 911	to 4 030
725 987 835	to 7 880	732 541 605	to 1 620	740 261 740	to 1 820	750 779 118	to 9 400
726 060 811	to 0 900	732 572 221	to 2 490	740 265 811	to 6 290	750 910 981	to 1 010
726 391 970	to 2 520	732 586 479	to 6 710	740 299 111	to 9 170	750 960 841	to 0 900
726 484 771	to 4 800	732 994 037	to 4 080	740 299 231	to 9 260	751 296 211	to 6 240
726 493 351	to 5 300	733 163 449	to 3 460	740 329 266	to 9 320	751 539 121	to 9 180
726 504 031	to 4 063	733 297 171	to 7 290	740 889 081	to 9 090	751 541 311	to 1 790
726 504 070	to 4 090	733 446 631	to 7 110	741 010 421	to 0 530	751 757 641	to 7 700
726 504 331	to 4 390	733 474 665	to 4 770	741 113 041	to 3 370	751 936 951	to 7 010
726 563 701	to 4 060	733 704 482	to 4 570	741 373 891	to 4 340	751 951 861	to 1 890
726 599 371	to 9 460	733 751 041	to 1 130	741 452 369	to 2 490	751 999 021	to 9 110
726 626 356	to 6 370	734 009 101	to 9 130	741 492 991	to 3 140	752 139 516	to 9 570
727 182 271	to 2 510	734 290 759	to 0 770	741 553 460	to 3 470	752 182 892	to 2 950
727 416 181	to 6 240	734 389 273	to 9 290	741 764 431	to 4 520	752 206 861	to 7 100
727 481 431	to 1 460	734 440 031	to 0 111	742 178 834	to 8 880	752 295 241	to 5 600
727 749 241	to 9 780	734 797 201	to 7 320	742 325 500	to 5 520	752 731 351	to 1 410
728 382 331	to 2 480	734 939 611	to 9 640	742 325 668	to 5 700	752 767 441	to 7 470

753 008 941	to	9 030	763 155 160	to	5 180	773 231 311	to	1 340	800 872 741	to	2 830
753 194 311	to	4 370	763 178 631	to	8 660	773 348 739	to	8 940	801 349 801	to	9 830
753 620 378	to	0 400	763 506 001	to	6 060	773 348 739	to	8 940	801 676 681	to	7 100
754 013 917	to	3 940	763 522 141	to	2 470	773 575 891	to	5 950	802 967 821	to	7 940
754 161 061	to	1 120	763 717 694	to	7 800	773 852 971	to	3 030	803 217 601	to	7 780
754 358 445	to	8 610	763 826 461	to	6 520	775 373 449	to	3 460	803 729 731	to	9 850
754 410 451	to	0 660	763 900 460	to	0 471	789 257 191	to	7 250	803 747 402	to	7 520
754 438 393	to	8 410	763 900 479	to	0 530	790 448 020	to	8 460	804 138 181	to	8 420
754 493 109	to	3 130	763 917 271	to	7 750	790 597 485	to	7 530	804 428 224	to	8 250
754 664 182	to	4 220	764 125 801	to	5 860	790 911 883	to	1 900	804 682 411	to	2 710
754 816 377	to	6 470	764 284 525	to	4 560	791 057 441	to	7 550	805 272 525	to	2 540
755 487 421	to	7 600	764 526 241	to	6 330	791 239 081	to	9 290	805 523 445	to	3 460
755 592 901	to	3 140	764 601 421	to	1 600	791 374 483	to	4 500	805 745 704	to	5 730
755 790 020	to	0 030	764 650 231	to	0 470	791 387 971	to	8 030	806 452 907	to	2 980
755 791 730	to	1 800	764 984 371	to	4 850	791 447 521	to	7 850	806 744 781	to	4 850
755 926 951	to	7 070	765 003 667	to	3 680	791 451 151	to	1 240	806 982 181	to	2 300
755 934 332	to	4 510	765 042 517	to	2 540	791 500 009	to	0 470	807 764 791	to	4 910
755 957 701	to	8 000	765 194 728	to	4 970	791 771 431	to	1 490	808 089 931	to	9 960
755 962 981	to	3 280	765 387 365	to	7 450	792 004 293	to	4 320	808 656 423	to	6 450
756 035 371	to	5 490	765 541 801	to	2 100	792 018 379	to	8 420	808 753 771	to	3 800
756 301 257	to	1 290	765 638 461	to	8 970	792 070 621	to	0 740	809 189 001	to	9 010
756 371 565	to	1 580	765 647 101	to	7 190	792 145 211	to	5 230	809 886 879	to	6 930
756 876 031	to	6 120	765 813 781	to	4 029	792 391 381	to	1 620	809 890 489	to	0 500
756 876 151	to	6 240	765 879 314	to	9 390	792 452 779	to	2 790	810 323 734	to	3 760
756 970 129	to	0 140	765 954 001	to	4 030	792 772 728	to	2 770	810 367 116	to	7 140
757 059 613	to	9 630	766 120 286	to	0 320	792 903 511	to	3 990	810 526 351	to	6 500
757 078 540	to	8 560	766 125 716	to	5 750	793 282 518	to	2 533	810 806 911	to	6 940
757 086 209	to	6 240	766 158 824	to	8 840	794 041 831	to	2 040	810 807 211	to	7 240
757 240 591	to	0 650	766 388 433	to	8 460	794 397 709	to	7 780	811 423 021	to	3 110
757 277 371	to	7 700	766 509 421	to	9 660	794 581 741	to	2 040	811 517 221	to	7 239
757 291 591	to	2 730	766 572 901	to	3 020	794 592 122	to	2 150	811 721 101	to	1 130
757 964 251	to	4 280	766 748 500	to	8 521	795 032 251	to	2 340	812 025 721	to	5 900
758 067 001	to	7 090	767 024 341	to	4 370	795 796 291	to	6 350	812 093 073	to	3 130
758 105 221	to	5 250	767 326 471	to	6 590	796 070 139	to	0 160	812 100 821	to	0 840
758 324 941	to	5 000	767 332 561	to	2 950	796 143 151	to	3 630	812 465 251	to	5 610
758 593 628	to	3 650	768 009 841	to	9 960	796 159 725	to	9 740	812 918 341	to	8 670
758 709 038	to	9 060	768 011 489	to	1 520	796 169 306	to	9 340	812 918 701	to	8 760
758 744 101	to	4 160	768 177 980	to	7 990	796 373 406	to	3 430	813 050 491	to	0 520
758 850 883	to	0 900	768 391 081	to	1 170	796 602 961	to	3 050	813 073 171	to	3 200
758 860 951	to	1 550	768 661 569	to	1 650	796 708 441	to	8 500	813 398 476	to	8 550
759 152 851	to	2 880	769 000 051	to	0 080	796 886 281	to	6 430	813 713 971	to	4 000
759 740 941	to	1 090	769 050 841	to	0 900	796 901 701	to	2 000	813 858 121	to	8 150
760 004 596	to	4 610	769 159 081	to	9 178	796 975 466	to	5 590	814 789 330	to	9 349
760 118 191	to	8 250	769 737 496	to	7 510	797 272 917	to	2 950	814 984 656	to	4 680
760 155 001	to	5 090	769 778 491	to	8 730	797 519 441	to	9 460	815 016 020	to	6 030
760 378 002	to	8 020	769 827 331	to	7 450	797 519 731	to	0 240	815 199 410	to	9 420
760 692 722	to	2 749	770 216 071	to	6 100	797 535 181	to	5 330	815 240 491	to	0 520
761 055 460	to	5 480	770 723 281	to	3 400	797 646 151	to	6 180	815 755 591	to	5 620
761 169 781	to	9 810	770 790 451	to	0 480	798 040 053	to	0 080	815 755 622	to	5 650
761 504 941	to	5 120	770 915 150	to	5 490	798 055 813	to	5 830	815 806 381	to	6 680
761 516 836	to	6 910	771 455 551	to	5 610	798 055 891	to	5 950	816 126 834	to	6 870
761 613 588	to	3 600	771 609 661	to	9 690	798 326 371	to	6 520	816 156 721	to	6 780
761 688 631	to	8 690	771 932 551	to	2 580	798 339 167	to	9 210	816 580 903	to	0 920
761 805 199	to	5 240	772 057 224	to	7 440	798 562 411	to	2 440	816 945 571	to	5 600
761 826 106	to	6 120	772 162 660	to	3 070	798 632 461	to	2 490	817 253 011	to	3 280
761 881 171	to	1 560	772 718 615	to	8 640	798 807 151	to	7 510	817 763 881	to	4 060
761 975 641	to	5 670	772 940 140	to	0 160	798 944 761	to	5 030	818 330 562	to	0 610
761 975 886	to	5 895	772 970 886	to	0 940	799 118 616	to	8 640	818 459 641	to	9 670
762 304 144	to	4 170	773 009 419	to	9 430	799 133 191	to	3 220	818 926 273	to	6 320
762 324 931	to	4 960	773 112 031	to	2 060	799 177 626	to	7 650	818 950 351	to	0 380
762 439 261	to	9 290	773 125 387	to	5 410	799 854 751	to	5 200	818 962 492	to	2 530
762 524 158	to	4 220	773 179 320	to	9 410	800 044 320	to	4 410	819 032 341	to	2 730
762 584 872	to	4 970	773 202 989	to	3 140	800 211 901	to	2 440	819 127 054	to	7 080
762 593 431	to	3 460	773 208 991	to	9 290	800 427 530	to	7 540	819 278 540	to	8 670

819 544 681	to	4 740	822 900 991	to	1 020	826 582 951	to	3 430	828 732 331	to	2 390
819 928 441	to	8 650	822 925 951	to	6 100	826 720 201	to	0 230	828 807 781	to	7 840
820 034 406	to	4 430	823 284 931	to	4 990	827 005 671	to	5 830	828 830 952	to	0 963
820 070 761	to	1 540	823 293 031	to	3 210	827 287 861	to	7 950	828 939 781	to	0 050
820 191 342	to	1 360	823 556 011	to	6 100	827 291 502	to	1 520	829 002 721	to	2 870
820 274 856	to	4 880	824 078 341	to	8 370	827 575 381	to	5 470	829 005 301	to	5 540
820 600 171	to	0 230	824 156 325	to	6 340	827 609 085	to	9 100	829 080 241	to	0 330
821 172 241	to	2 360	824 511 252	to	1 270	827 619 811	to	9 840	829 160 986	to	1 000
821 229 661	to	9 720	824 588 281	to	8 370	827 883 511	to	3 600	829 176 841	to	6 930
821 229 743	to	9 780	825 140 397	to	0 460	828 160 441	to	0 530	829 471 561	to	1 590
821 903 731	to	3 910	825 409 651	to	9 680	828 376 201	to	6 260	829 561 065	to	1 080
821 927 841	to	7 850	825 472 171	to	2 200	828 441 602	to	1 630	829 566 481	to	6 510
822 505 801	to	5 830	826 042 898	to	2 920	828 539 316	to	9 340	829 569 931	to	9 960
822 703 442	to	3 470	826 226 644	to	6 670	828 539 341	to	9 370			

— Criminal Investigations Group, Postal Inspection Service, 1-9-14

Verifying U.S. Postal Service Money Orders

Follow these steps to cash a Postal Service™ money order:

1. Check that the amount does not exceed the legal limit: \$1,000 for domestic, and \$700 for international postal money orders.
2. Check that the proper security features are present:
 - When held to the light, a watermark of Benjamin Franklin is repeated from top to bottom on the left side.
 - When held to the light, a dark line (security thread) runs from top to bottom with the word “USPS” repeated.
 - There should be no discoloration around the dollar amounts, which might indicate the amounts were changes.

These appear in Postal Service Notice 299, *U.S. Postal Money Order Reference Card*, or online at <https://www.usps.com/shop/accepting-money-orders.htm>.

3. If the money order seems suspicious, call the U.S. Postal Service Money Order Verification System at 866-459-7822.

Please provide this information to local banks and retailers, as they also receive Postal Service money orders for cashing.

— Retail Channel Operations, 1-9-14

Counterfeit Canadian Money Order Forms

Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Destroy all interim notices 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	

— Criminal Investigations Group,
Postal Inspection Service, 1-9-14

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.

— Criminal Investigations Group,
Postal Inspection Service, 1-9-14

Other Information

Overseas Military/Diplomatic Mail

Mail addressed to military and diplomatic post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO/DPO table below outlines these conditions by APO/FPO/DPO 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 POS ONE terminal to determine which APO/FPO/DPO ZIP Codes are active and which conditions of mailing apply. Inquiries may be sent to the Military Postal Service Agency at <https://amps.mpsa.mil/jy2/frm.htm>.

The entries under “Changes” appear in bold in the APO/FPO/DPO table starting below.

Changes

APO/FPO/DPO	Action	Effective Date	See Restrictions
APO AE 09058	Close	01/09/2014	

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

APO/FPO/DPO Table

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09002	A1-A2-B-C-D-E-H-M-R-U	09053	A1-A2-B-C-D-E-H-M-R-U	09126	A1-A2-B-C-D-H-M-P-R	09245	A1-A2-B-C-D-E-H-M-R-U
09003	A1-A2-B-C-D-E-H-M-P-R-U	09054	A1-A2-B-C-D-E-H-M-R-U	09128	A1-A2-B-C-D-E-H-M-R-U	09250	A1-A2-B-C-D-E-H-M-R-U
09004	A1-A2-B-C-D-E-H-M-R-U	09055	A1-A2-B-C-D-E-F-H-M-R-R1-U-V	09131	A1-A2-B-C-D-E-H-M-R-U	09261	A1-A2-B-C-D-E-F1-H-M-R-U-V
09005	A1-A2-B-C-D-E-H-M-P-R-U	09059	A1-A2-B-C-D-E-H-M-R-U	09136	A1-A2-B-C-D-E-F1-H-M-P-R	09263	A1-A2-B-C-D-E-H-M-R-U
09006	A1-A2-B-C-D-E-H-M-R-U	09060	A1-A2-B-C-D-E-F1-H-M-R-U	09138	A1-A2-B-C-D-H-M-R-U	09264	A1-A2-B-C-D-E-H-M-R-U
09009	A1-A2-B-C-D-E-H-M-R-U	09067	A1-A2-B-C-D-E-H-M-R-U	09139	A1-A2-B-C-D-E-H-M-R-U	09265	A1-A2-B-C-D-F1-H-L-M-N-R-T-U
09011	A1-A2-B-C-D-E-H-M-R-U	09068	A1-A2-B-C-D-E-H-U-Z1	09142	A1-A2-B-C-D-E-H-M-R-U	09301	A-A1-A2-B-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1
09012	A1-A2-B-C-D-E-H-M-R-U	09069	A-A1-A2-B-C-D-E-H-U-V	09143	A1-A2-B-C-D-E-H-M-R-U	09302	A-A1-A2-B-C1-F-F1-H-M-N-V-Z-Z1
09013	A1-A2-B-C-D-E-F-F1-H-M-R-U-Z1	09075	A1-A2-B-C-D-E-H-M-R-U	09154	A1-A2-B-C-D-E-H-M-R-U	09304	A-A1-A2-C-C1-D-E2-F-F1-H1-J-K-L-M-N-R-R1-T-V-Z1
09014	A1-A2-B-C-D-E-H-M-R-U	09079	A1-A2-B-C-D-E-H-M-R-U	09172	A1-A2-B-C-D-E-H-M-R-U	09306	A-A1-A2-B-C1-E2-F-F1-H1-R-R1-U2-V-Z1
09020	A1-A2-B-C-D-E-H-M-R-U	09090	A1-A2-B-C-D-E-H-M-P-R-U	09173	A1-A2-B-C-D-E-H-M-R-U	09307	A1-A2-B-N-V-Z1
09021	A1-A2-B-C-D-E-H-M-R-U	09094	A1-A2-B-C-D-H-M-P-R	09177	A1-A2-B-C-D-E-H-M-R-U	09309	A-A1-A2-B-C1-E2-F-H1-M-N-R-V-Z1
09028	A1-A2-B-C-D-E-H-M-R-U	09095	A1-A2-B-C-D-E-H-M-R-U	09180	A1-A2-B-C-D-H-M-R-U	09310	A-A1-A2-B-C1-E2-F-H1-M-R-V-Z1
09033	A1-A2-B-C-D-E-H-M-R-U	09096	A1-A2-B-C-D-E-H-M-R-U	09186	A1-A2-B-C-D-E-H-M-R-U	09315	A-A1-A2-B-C1-E2-F-N-R-R1-V-Z1
09034	A1-A2-B-C-D-E-H-M-R-U	09103	A1-A2-B-C-D-E-H-U	09211	A1-A2-B-C-D-E-H-M-P-R-U	09320	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1
09038	A1-A2-B-C-D-E-H-M-R-U	09104	A1-A2-B-C-D-H-M-R-U	09213	A1-A2-B-C-D-F-F1-H-L-M-N-R-U	09321	A-A1-A2-B-C1-E2-F-H1-N-R-R1-V-Z1
09046	A1-A2-B-C-D-E-H-M-R-U	09107	A1-A2-B-C-D-E-H-M-R-U	09214	A1-A2-B-C-D-E-H-M-R-U	09328	A-A1-A2-B-C1-E2-F-H1-R-R1-V-Z1
09049	A1-A2-B-C-D-E-H-M-R-U	09112	A1-A2-B-C-D-E-H-M-R-U	09226	A1-A2-B-C-D-E-H-M-R-U	09330	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1
		09114	A1-A2-B-C-D-E-H-M-R-U	09227	A1-A2-B-C-D-E-H-M-R-U		
		09123	A1-A2-B-C-D-E-H-M-R-U				

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09337	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1	09496	A1-A2-B-C-C1-R-U-V	09607	A-A1-A2-B-C-F-F1-M-R-R1-U-U3-V-W	09723	A1-A2-B-F-F1-L-M-N-R-T-U-V-Z1
09340	A-A1-A2-B-C1-F-H-N-R-V	09498	A1-A2-B-C-C1-F-F1-F2-J-L-N-R-R1-T-V-Z1	09608	A1-A2-B-C-F-N-U-V	09724	A1-A2-B-C-C1-F1-M-R-R1-U
09343	A-A1-A2-B-C1-F-M-N-V-Z1	09501	A1-A2-B-V	09609	A1-A2-B-C-F-U	09725	A-A1-A2-B-F-H-N-O-Q-V-V1-Z-Z1
09347	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09502	A1-A2-B-V	09610	A1-A2-B-C-F-F1-M-R-U-V	09726	A1-A2-B-F-F1-L-M-N-R-T-U-V
09352	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09504	A1-A2-B-V	09613	A1-A2-B-C-F-U-V	09727	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09353	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09505	A1-A2-B-V	09617	A1-A2-B-C-F-U	09728	A-A1-A2-B-B2-C-C1-F-F1-J-L-N-R-R1-T-V-Z1
09354	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09506	A1-A2-B-V	09618	A1-A2-B-C-F-U	09729	A1-A2-B-C-F-N-R-R1-U-V
09355	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09507	A1-A2-B-V	09620	A1-A2-B-C-F-U	09730	A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1
09356	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09510	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09621	A1-A2-B-C-F-U	09731	A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1
09357	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09513	A1-A2-B-F-F1-R-R1-V	09622	A1-A2-B-C-F-U	09732	A1-A2-B-N-V-Z1
09360	A1-A2-B-V	09517	A1-A2-B-F-F1-R-R1-V	09623	A1-A2-B-C-F-U	09733	A1-A2-B-N-V
09363	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V-Z1	09520	A1-A2-B-F-F1-R-R1-V	09624	A1-A2-B-C-F-N-U	09734	A-A1-A2-B-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1
09364	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09522	A1-A2-B-V	09625	A1-A2-B-C-F-U	09735	A1-A2-B-N-V-Z1
09365	A-A1-A2-B-C1-E2-F-H1-M-N-R-V-Z1	09524	A1-A2-B-F-F1-R-R1-V	09626	A1-A2-B-C-F-U	09736	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09366	A-A1-A2-B-C1-E2-F-F1-H1-M-R-R1-V-Z1	09532	A1-A2-B-F-F1-R-R1-V	09627	A1-A2-B-C-F-U	09737	A-A1-A2-B-B2-C-C1-F-F1-I-L-M-N-R-R1-T-V-W-Y-Z-Z1
09367	A-A1-A2-B-B2-C1-E2-F-H1-M-N-R-R1-V-Z1	09534	A1-A2-B-F-F1-R-R1-V	09630	A1-A2-B-C-F-U-V	09738	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09368	A-A1-A2-B-C1-E2-F-H1-M-N-R-V-Z1	09543	A1-A2-B-F-F1-R-R1-V	09631	A1-A2-B-C-F-U	09739	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09369	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V	09554	A1-A2-B-F-F1-R-R1-V	09633	A1-A2-B-B2-C-D-F-F1-M-R-U-U1-U2-U3-V-Z1	09741	A-A1-A2-B-C1-E2-F-F1-H1-J-L-M-N-R-R1-T-V-W-Y-Z1
09370	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09556	A1-A2-B-F-F1-R-R1-V	09636	A1-A2-B-C-F-U	09742	A-A1-A2-B-B2-F-F1-J-L-M-N-R-T-V-Z1
09372	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V	09564	A1-A2-B-F-F1-R-R1-V	09642	A1-A2-B-M-N-R-U	09743	A-A1-A2-B-F-H-N-Q-V-Z-Z1
09373	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V	09565	A1-A2-B-F-F1-R-R1-V	09643	A1-A2-B-M-R-U-V	09744	A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1
09382	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09566	A1-A2-B-F-F1-R-R1-V	09645	A1-A2-B-C-F-F1-U	09745	A-A1-A2-B-F-F1-M-N-R-R1-V-Z1
09383	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09567	A1-A2-B-F-F1-R-R1-V	09647	A1-A2-B-N-R-U	09747	A1-A2-B-F-J-N-U-V-Z1
09397	A-A1-A2-B-C1-E2-F-F1-H1-M-N-R-R1-S-T-V-Z-Z1	09568	A1-A2-B-V	09648	A1-A2-B-N-U-V-Z1	09748	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1
09403	A1-A2-B-C-C1-M-R-U	09569	A1-A2-B-F-F1-R-R1-V	09649	A1-A2-B-N-U-Z1	09749	A-A1-A2-B-F-H-N-V-Z1
09421	A1-A2-B-C-C1-M-R-U	09570	A1-A2-B-F-F1-R-R1-V	09701	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1	09750	A-A2-B-B2-C-C1-F-F1-J-L-M-N-R-R1-T-V-Z1
09447	A1-A2-B-C-C1-R-U-V	09573	A1-A2-B-F-F1-R-R1-V	09702	A1-A2-B-C-C1-F1-M-R-R1-U	09751	A1-A2-B-C-D-E-H-M-R-U
09454	A1-A2-B-C-C1-M-R-U-V	09574	A1-A2-B-F-F1-R-R1-V	09703	A1-A2-B-C-F1-H-U	09752	A1-A2-B-C-D-H-U
09459	A1-A2-B-C-C1-M-R-U	09575	A1-A2-B-F-F1-R-R1-V	09704	A1-A2-B-C-O-V-V1	09759	A-A1-A2-B-B2-C-C1-E2-F-F1-F2-J-L-N-R-R1-T-V-Z1
09461	A1-A2-B-C-C1-M-P-R-U	09576	A1-A2-B-F-F1-R-R1-V	09705	A1-A2-B-U	09762	A-A1-A2-B-B2-E3-F-F1-J-L-N-R-R1-T-V-Z1
09463	A1-A2-B-C-C1-R-U	09577	A1-A2-B-V	09706	A1-A2-B-C-N-R-U-V		
09464	A1-A2-B-C-C1-R-U	09578	A1-A2-B-F-F1-R-R1-V	09707	A1-A2-B-C-F1-J-L-M-N-R-T-U-V		
09468	A1-A2-B-C-C1-M-R-U	09579	A1-A2-B-F-F1-R-R1-V	09708	A1-A2-B		
09469	A1-A2-B-C-C1-R-U	09581	A1-A2-B-F-F1-R-R1-V	09710	A1-A2-B-C-C1-F1-L-M-N-R-R1-T-U-V		
09470	A1-A2-B-C-C1-M-R-U	09582	A1-A2-B-F-F1-R-R1-V	09711	A1-A2-B-F1-N-R-Z1		
09494	A1-A2-B-C-C1-M-R-U	09586	A1-A2-B-F-F1-R-R1-V	09713	A1-A2-B-C-F1-R		
		09587	A1-A2-B-F-F1-R-R1-V	09714	A1-A2-B-C-C1-F1-M-R-R1-U		
		09588	A1-A2-B-V	09715	A1-A2-B-F1-L-M-N-R-T-V		
		09589	A1-A2-B-V	09716	A1-A2-B-C-F-F1-L-M-N-R-V		
		09590	A1-A2-B-V	09717	A-A1-A2-B-M-R-V-W		
		09591	A1-A2-B-F-F1-R-R1-V	09718	A1-A2-B-F-F1-L-M-N-R-T-U-V		
		09593	A1-A2-B-V	09719	A1-A2-B-C-D-M-R-U-V		
		09594	A1-A2-B-V	09720	A1-A2-B-M-R-U-V		
		09595	A1-A2-B-F-F1-R-R1-V	09722	A-A1-A2-B-F-H-N-Q-V-Z-Z1		
		09599	A1-A2-B-F-F1-R-R1-V				
		09602	A1-A2-B-C-F-F1-N-R-U-V				
		09603	A1-A2-B-C-F-F1-R-U-V				
		09604	A1-A2-B-C-F-F1-P-R-U-V				
		09605	A1-A2-B-C-D-H-M-R-U-V				
		09606	A1-A2-B-C-D-H-M-R-U-V				

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
09769	A-A1-A2-B-B2-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1	09831	A1-A2-B-F-F1-L-N-T-U-V-Z1	34011	A1-A2-B-B2-C1-E2-F-F1-J-L-M-N-R-R1-T-V-Z1	96214	A-A1-A2-B-U
09777	A-A1-A2-B-C-E1-F-F1-L-M-N-R-T	09832	A-A1-A2-B-U1-V-Z1	34020	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96218	A-A1-A2-B-U
09780	A-A1-A2-B-F-H-N-R-V	09833	A1-A2-B-U1-V-Z1	34021	A1-A2-B-F-F1-T-J-L-M-N-V-Z1	96224	A-A1-A2-B-U
09798	A1-A2-B-C-D-H-L-U-V	09834	A1-A2-B-E2-E3-F-F1-R-R1-U-V-Z1	34022	A1-A2-B-D-F-F1-J-L-M-N-T-V-Z1	96257	A-A1-A2-B-U
09801	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09835	A-A1-A2-B-N-V-Z1	34023	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96258	A-A1-A2-B-U
09802	A-A1-A2-B-F-R-V-Z1	09836	A-A1-A2-B-C-F-F1-L-M-N-T-V-Z1	34024	A1-A2-B-F-F1-L-M-N-T-V-Z1	96260	A-A1-A2-B-U
09803	A1-A2-B-E2-E3-F-F1-H1-N-R-R1-U-V-Z1	09837	A1-A2-B-E2-E3-V-Z1	34025	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96264	A-A1-A2-B-U
09804	A-A1-A2-B-F-F1-N-R-V-Z1	09838	A1-A2-B-E2-E3-U-V-Z1	34030	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96266	A-A1-A2-B-U
09805	A-A2-B-E2-E3-F-F1-R-R1-V-Z1	09839	A-A1-A2-B-U-V-Z1	34031	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96267	A-A1-A2-B-U-V
09806	A-A1-A2-B-C1-E2-F-F1-H1-L-M-N-R-R1-T-V-Z1	09840	A-A1-A2-B-E2-E3-V-Z1	34032	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96269	A-A1-A2-B-U-Z1
09807	A-A1-A2-B-C1-E2-F-H1-M-N-R-R1-V-Z1	09841	A-A1-A2-B-N-R-U-Z1	34033	A1-A2-B-C-F-F1-J-L-M-N-T-V-Z1	96271	A-A1-A2-B-U
09809	A1-A2-B-F-F1-L-N-T-V-Z1	09842	A-A1-A2-B-M-N-R-Z1	34034	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96275	A-A1-A2-B-V
09810	A-A1-A2-B-F-F1-N-R-V-Z1	09844	A-A1-A2-B-B2-E3-F-F1-L-M-N-T-V-Z1	34035	A1-A2-B-F-F1-H-J-L-M-N-T-V-Z1	96276	A-A1-A2-B
09811	A1-A2-B-E2-E3-F-F1-H1-N-R-R1-U-V-Z1	09846	A-A1-A2-B-B2-C1-F-F1-J-L-N-R-R1-T-V-Z1	34036	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96278	A-A1-A2-B-U
09812	A1-A2-B-E2-E3-F-F1-I-L-N-R-T-U-V-Z1	09848	A-A1-A2-B-F-M-R-V-Z1	34037	A1-A2-B-C-F-F1-H-I-L-M-N-T-V-Z1	96283	A-A1-A2-B-U
09813	A-A1-A2-B-B2-C1-E2-E3-F-F1-J-L-N-R-R1-T-V-Z1	09852	A1-A2-B-E2-E3-F-F1-H1-N-R-R1-U-V-Z1	34038	A1-A2-B-L-M-N-U-V-Z1	96284	A-A1-A2-B-U-V
09814	A1-A2-B-E2-E3-F-F1-I-L-N-R-T-U-V-Z1	09853	A1-A2-B-E2-F-H1-R-R1-U2-V-Z1	34039	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96303	A1-A2-B-F-F1-H-J-L-M-N-T-W
09816	A-A1-A2-B-B2-C-C1-E2-E3-F-F1-J-L-N-R-R1-T-V-Z1	09855	A-A1-A2-B-C1-E2-F-F1-H1-R-R1-U2-V-Z1	34041	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96306	A1-A2-B-F-F1-F2-H-M-W-Z1
09817	A-A1-A2-B-B2-C1-E2-E3-F-F1-H-H1-J-L-M-N-R-T-V-Z1	09858	A1-A2-B-E2-E3-F-F1-H1-N-R-R1-U-V-Z1	34042	A1-A2-B-D-F-M-N-V-Z1	96309	A1-A2-B-M-V-W
09818	A-A1-A2-B-C-F-M-V-Z1	09859	A1-A2-B-C1-E2-E3-F-F1-H1-R-R1-V-Z1	34043	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96310	A1-A2-B-M-W
09820	A-A1-A2-B-B2-F-F1-H-H1-J-L-M-N-R-R1-T-V-Z1	09865	A-A1-A2-B-V-Z1	34044	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96319	A1-A2-B-M-W
09821	A-A1-A2-B-F-N-R-V-Z1	09868	A-A1-A2-B-N-U-V-Z1	34045	A1-A2-B-F-F1-J-L-M-N-T-V-Z1	96321	A1-A2-B-F-F1-F2-H-M-W-Z1
09822	A-A1-A2-B-F-R-V-Z1	09870	A-A1-A2-B-C1-E2-F-F1-H1-I-L-M-N-R-R1-T-U-U4-V-Z1	34058	A1-A2-B-F-F1-R-R1-V-Z1	96322	A1-A2-B-F-F1-F2-H-M-W-Z1
09823	A-A1-A2-B-F-F1-L-N-R-T-V-Z1	09873	A-A1-A2-B-C1-E2-F-F1-H1-I-L-M-N-R-R1-T-U-U4-V-Z1	34060	A1-A2-B-B2-C1-E2-F-F1-J-L-N-R-R1-T-V-Z1	96323	A1-A2-B-M-V-W
09824	A-A1-A2-B-F-R-V-Z1	09874	A-A1-A2-B-C1-E2-F-F1-H1-I-L-M-N-R-R1-T-U-U4-V-Z1	34078	A1-A2-B-F1-N-V-Z1	96326	A1-A2-B-M-W
09825	A-A1-A2-B-C-C1-D-F-F1-J-L-M-N-R-R1-T-V-Z1	09875	A-A1-A2-B-C1-E2-F-F1-H1-I-L-M-N-R-R1-T-U-U4-V-Z1	34090	A1-A2-B-F-F1-R-R1-V	96328	A1-A2-B-M-W
09826	A-A1-A2-B-B2-C1-E1-E2-E3-F-F1-L-M-N-R-R1-T-V-W-Z1	09880	A-A1-A2-B-C1-E2-F-F1-H1-R-R1-U-V-Z1	34091	A1-A2-B-F-F1-R-R1-V	96330	A1-A2-B-M-W
09827	A-A1-A2-B-F-F1-L-N-R-T-V-Z1	09890	A1-A2-B-E2-F-H1-N-R-R1-U2-V-Z1	34092	A1-A2-B-F-F1-R-R1-V	96336	A1-A2-B-M-V-W
09828	A-A1-A2-B-F-F1-J-L-N-T-V-Z1	09892	A-A1-A2-B-E2-F-F1-L-N-R-R1-T-V-Z1	34093	A1-A2-B-F-F1-R-R1-V	96337	A1-A2-B-M-W
09829	A1-A2-B-C-N-R-V-Z1	09898	A1-A2-B-E2-F-H1-N-R-R1-U2-V-Z1	34098	A1-A2-B-V	96338	A1-A2-B-M-W
09830	A1-A2-B-C-M-N-R-V-Z1	34002	A1-A2-B-F-F1-J-L-N-T-U-Z1	34099	A1-A2-B-V	96339	A1-A2-B-M-V-W
		34004	A1-A2-B-F-F1-J-L-N-T-V	96201	A-A1-A2-B	96343	A1-A2-B-M-W
		34007	A-A1-A2-B-C1-F-F1-M-N-R-R1-V-Z1	96202	A-A1-A2-B-U	96346	A1-A2-B-F-F1-F2-H-M-V-W-Z1
		34008	A1-A2-B-B2-D-E1-F-F1-H-H1-J-L-M-N-R-R1-T-V-Z1	96203	A-A1-A2-B	96347	A1-A2-B-F-F1-F2-H-M-W-Z1
				96204	A-A1-A2-B	96348	A1-A2-B-F-F1-F2-H-M-W-Z1
				96205	A-A1-A2-B-U	96349	A1-A2-B-F-F1-F2-H-M-W-Z1
				96206	A-A1-A2-B-U	96350	A1-A2-B-F-F1-F2-H-M-W-Z1
				96207	A-A1-A2-B-V	96351	A1-A2-B-F-F1-F2-H-M-W-Z1
				96209	A-A1-A2-B-F-F1-J-L-N-T-U	96362	A1-A2-B-F-F1-F2-M-W-Z1
				96213	A-A1-A2-B-U	96365	A1-A2-B-M-V-W
						96367	A1-A2-B-L-M-W
						96368	A1-A2-B-M-W
						96370	A1-A2-B-F-F1-F2-H-M-W-Z1
						96372	A1-A2-B-M-W
						96373	A1-A2-B-M-W
						96374	A1-A2-B-M-W

APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions	APO/ FPO/ DPO	See Restrictions
96375	A1-A2-B-M-W	96521	A1-A2-B-F-F1-L-N-T-U3	96562	A-A1-A2-B-B2-C-C1-D-E2-E3-F-F1-H-H1-I-L-M-N-R-T-V-Z-Z1	96629	A1-A2-B-F-F1-R-R1-V
96376	A1-A2-B-M-W	96522	A1-A2-B-F-N-U-Z1			96643	A1-A2-B-F-F1-R-R1-V
96377	A1-A2-B-M-W	96530	A-A1-A2-B-F-F1-H-H1-L-M-N-T-U-V	96577	A-A1-A2-B-F-H-M-N-U	96650	A1-A2-B-F-F1-R-R1-V
96378	A1-A2-B-M-W			96578	A1-A2-B-B2-F1-H-J-N-R	96657	A1-A2-B-F-F1-R-R1-V
96379	A1-A2-B-M-W	96531	A-A1-A2-B-F-F1-H-M-N-U-V			96660	A1-A2-B-F-F1-R-R1-V
96380	A1-A2-B-M-W			96595	A1-A2-B-F-U3-V-Z1	96661	A1-A2-B-F-F1-R-R1-V
96382	A1-A2-B-M-W	96532	A-A1-A2-B-F-F1-H-J-L-M-N-T-U-V	96598	A1-A2-B-N-O-V-V1	96662	A1-A2-B-F-F1-R-R1-V
96384	A1-A2-B-M-W	96534	A-A1-A2-B-F-U-Z1	96599	A1-A2-B-N-V	96663	A1-A2-B-F-F1-R-R1-V
96385	A1-A2-B-M-W	96535	A-A1-A2-B-F-F1-L-N-T-V	96601	A1-A2-B-V	96664	A1-A2-B-V
96386	A1-A2-B-M-W			96602	A1-A2-B-V	96665	A1-A2-B-V
96387	A1-A2-B-M-W	96537	A1-A2-B-V-Z1	96603	A1-A2-B-V	96666	A1-A2-B-V
96388	A1-A2-B-M-W	96538	A1-A2-B-V-Z1	96604	A1-A2-B-V	96667	A1-A2-B-F-F1-R-R1-V
96389	A1-A2-B-M-W	96540	A1-A2-B-V-Z1	96605	A1-A2-B-V	96668	A1-A2-B-F-F1-R-R1-V
96401	A1-A2-B-F-N-O-V-V1-Z1	96541	A1-A2-B-V	96606	A1-A2-B-V	96669	A1-A2-B-F-F1-R-R1-V
96427	A-A1-A2-B-C1-E2-F-H1-M-R-R1-V	96542	A1-A2-B-V-Z1	96607	A1-A2-B-V	96670	A1-A2-B-V
		96543	A1-A2-B-P-V-Z1	96608	A1-A2-B-V	96671	A1-A2-B-F-F1-R-R1-V
96447	A1-A2-B-F-N-U3-V-V1	96546	A1-A2-B-F-U3	96609	A1-A2-B-V	96672	A1-A2-B-F-F1-R-R1-V
96501	A-A1-A2-B-N-V	96548	A-A1-A2-B-H-M-U	96610	A1-A2-B-V	96673	A1-A2-B-V
96502	A1-A2-B-F-N-U3-V-Z1	96549	A-A1-A2-B-H-M-N-U	96611	A1-A2-B-V	96674	A1-A2-B-F-F1-R-R1-V
96503	A1-A2-B-F-N-U3-V	96550	A-A1-A2-B-H-M-U-V-Z1	96615	A1-A2-B-F-F1-R-R1-V	96675	A1-A2-B-F-F1-R-R1-V
96507	A-A1-A2-B-F-F1-H-L-N-T-V	96551	A-A1-A2-B-F-F1-H-L-M-N-T-U	96616	A1-A2-B-F-F1-R-R1-V	96677	A1-A2-B-F-F1-R-R1-V
		96552	A1-A2-B-Z1	96617	A1-A2-B-F-F1-R-R1-V	96678	A1-A2-B-F-F1-R-R1-V
96510	A1-A2-B-I-N-V			96619	A1-A2-B-V	96679	A1-A2-B-F-F1-R-R1-V
96511	A1-A2-B-I-N-V	96553	A-A1-A2-B-F-F1-H-M-U	96620	A1-A2-B-F-F1-R-R1-V	96681	A1-A2-B-V
96515	A1-A2-B-D-F-U3	96554	A-A1-A2-B-F-F1-H-L-M-N-T-U	96621	A1-A2-B-V	96682	A1-A2-B-V
96516	A1-A2-B-D-F-Z1			96622	A1-A2-B-F-F1-R-R1-V	96683	A1-A2-B-V
96517	A1-A2-B-F-U3-V-Z1	96555	A1-A2-B-F-M-V	96624	A1-A2-B-F-F1-R-R1-V	96686	A1-A2-B-V
96520	A1-A2-B-F-N-U3-V	96557	A1-A2-B-F-M-V	96628	A1-A2-B-F-F1-R-R1-V	96698	A1-A2-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
DMM	= <i>Domestic Mail Manual</i>
DPO	= Diplomatic Post Office
FPO	= Fleet Post Office
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.

A2. APO/FPO/DPO addresses shall not include a city and/or country name.

B. Regardless of mail class, a customs declaration (PS Form 2976 or, if the customer prefers, PS Form 2976-A) is required for all items weighing 16 ounces or more or any item (regardless of weight) containing potentially dutiable mail contents (e.g., merchandise or goods) addressed to or from an APO, FPO, or DPO ZIP Code. No customs form is required for items weighing less than 16 ounces when the contents are not potentially dutiable (e.g., documents). The surface area of the address side of the mailpiece must be large enough to contain the applicable customs declaration. The following exceptions apply:

- Known mailers are exempt from providing customs documentation on non-dutiable letters or printed matter. (A known mailer is a business mailer who enters volume mailings through a business mail entry unit (BMEU) or other bulk mail acceptance location, pays postage through an advance deposit account, uses a permit imprint for postage payment, and submits a completed postage statement at the time of entry that certifies that the mailpieces contain no dangerous materials that are prohibited by postal regulations.)
- All federal, state, and local government agencies whose mailings are regarded as "Official Mail" are exempt from providing customs documentation on any item addressed to an APO, FPO, or DPO except for those APOs/FPOs/DPOs 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."

B2. All federal, state, and local government agencies must complete customs documentation when sending potentially dutiable mail addressed to or from this APO, FPO, or DPO.

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.

E. Medicines (prescription, over-the-counter, vitamins, and supplements) are prohibited when mailed to individuals for human or animal use. This prohibition does not apply when medicines are sent as official mail only between specifically designated agencies such as pharmaceutical distributors, hospitals, clinics, and pharmacies.

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 601.12.1.1. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO/DPO ZIP Code does not apply to firearms mailed from this APO/FPO/DPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM 601.12.1.1h 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 letters, flats, and Periodicals are authorized. Parcels of any class are prohibited.

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:

- Maximum length 20 inches.
- Maximum width 12 inches.
- Maximum height 12 inches.

The maximum length and girth combined may not exceed 68 inches.

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, vegetables, animals, and living plants are prohibited.

N. Registered mail is prohibited.

O. Delivery status information for Extra Services is not available on USPS.com.

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 601.12.7, are prohibited.

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

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

- Maximum length 12 inches.
- Maximum width 12 inches.
- Maximum height 5 1/2 inches.
- Maximum weight 25 pounds.

The maximum length and girth combined may not exceed 47 inches.

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.

U4. Mail addressed to Box C is limited to 2 pounds, regardless of class.

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

V1. USPS Tracking is not available.

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,
Global Business, 1-9-14*

DMM Revision: Additional and Extra Services (continued)

5.2 Other Package Barcodes

* * * *

*[Revise the title of 5.2.3 as follows:]***5.2.3 Use With USPS Tracking or Signature Confirmation**

Eligible machinable parcels may qualify for the barcode discount and bear a USPS Tracking or Signature Confirmation barcode using one of the following options:

[Revise the last sentence of 5.2.3a to read as follows:]

- a. ***Single concatenated barcodes must be prepared in accordance with the technical specifications and requirements in 503.0 for USPS Tracking or Signature Confirmation, and in Publication 199.***

* * * *

[Revise the text of 5.2.3b to read as follows:]

- b. Separate Barcodes. Mailers may place both a postal routing barcode described in 5.2.2 and a USPS Tracking barcode or Signature Confirmation barcode described in 503.0 and in Publication 199 on the same parcel.

* * * *

5.2.4 Use With Confirmation Services and Insurance (Integrated Barcode)

To eliminate the need to place one barcode for USPS Tracking or Signature Confirmation and another barcode for insurance, eligible machinable parcels may qualify for the barcode discount by placing a single integrated barcode that combines USPS Tracking or Signature Confirmation and insurance using one of the following options:

[Revise the last sentence of 5.2.4a to read as follows:]

- a. ***Single concatenated integrated barcodes must be prepared in accordance with the technical specifications and requirements in 503.0 for USPS Tracking and Signature Confirmation, and Publication 199.***

* * * *

We will incorporate these revisions into the March 3, 2014 update of the online DMM, which is available via Postal Explorer® at <http://pe.usps.com>.

— Product Classification,
Pricing, 1-9-14

DMM Revision: Authorized PC Postage Providers

Effective January 9, 2014, the Postal Service™ is revising 604.4.1.4 of the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®). This action updates the address of an authorized PC Postage provider.

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

* * * *

600 Basic Standards for All Mailing Services

* * * *

604 Postage Payment Methods

* * * *

4.0 Postage Meters and PC Postage Products ("Postage Evidencing Systems")

* * * *

4.1 Basic Information

* * * *

4.1.4 Authorized PC Postage Providers

* * * *

[Revise 4.1.4 to update Stamps.com provider address as follows:]

STAMPS.COM
1990 E. Grand Avenue
El Segundo, CA 90245
888-434-0055
www.stamps.com

* * * *

We will incorporate this revision into the next update of the online DMM, which is available via Postal Explorer® at <http://pe.usps.com>.

— Payment Technology,
Mail Entry and Payment Technology, 1-9-14

DMM Revision: Implementation of Full-Service Intelligent Mail Requirements

Effective January 26, 2014, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®), throughout various sections to modify full-service Intelligent Mail® requirements when mailing postcards (First-Class Mail® only), letters, and flats when mailed using the following services: First-Class Mail, Standard Mail®, and Periodicals; also, flats mailed at Bound Printed Matter prices. Additionally, the 10/24 transitional barcoded tray label format is eliminated, and mailers are required to use the 24-digit Intelligent Mail barcode (IMb™) format on tray, tub, and sack labels.

On April 18, 2013, the Postal Service published a notice of final rule making in *Federal Register* (78 FR 23137-23149), which required mailers to use full-service Intelligent Mail to qualify for automation prices. These revisions were also published in *Postal Bulletin* 22376 (11-14-13, pages 30, 63-67). This requirement is deferred until further notice. Specifically, this deferral applies to the requirements specified in the notice in DMM 233.5.1 (First-Class commercial letters and cards); DMM 243.6.1.2, 243.6.4.1, 243.6.5.1, and 243.7.1 (Standard Mail letters); DMM 333.5.1 (First-Class automation flats); DMM 343.7.1 (Standard Mail automation flats); DMM 363.4.1 and 363.6.1 (Bound Printed Matter flats); DMM 705.24.1 (advanced preparation and special postage payment systems); and DMM 707.13.4, 707.14.1, and 707.14.2 (Periodicals).

However, existing and new mailers who claim the full-service incentives for First-Class Mail (\$.003 per piece) and Standard Mail (\$.001 per piece) are required to meet all full-service requirements.

To ensure clarity regarding full-service Intelligent Mail requirements, the Postal Service has issued this updated bulletin.

Full-service Mailings

Full-service Intelligent Mail combines the use of unique barcodes with the provision of electronic information regarding the makeup and preparation of mail, which provides high-value services and enables efficient mail processing.

Mailings must bear Intelligent Mail barcodes on mailpieces, trays, and containers, where applicable. Also, mailers must submit mailing documentation electronically.

When preparing full-service mailings, mailers are required to:

- Apply unique Intelligent Mail barcodes (IMb) to identify each postcard, letter, and flat mailpiece. Small mailings containing fewer than 10,000 pieces can use the same serial number for all pieces, if postage

is affixed to each piece at the correct price, or all pieces are of identical weight and separated by price.

- Apply unique Intelligent Mail tray barcodes (IMtb) on trays, tubs, and sacks.
- Apply unique Intelligent Mail container barcodes (IMcb) on placards for containers such as pallets, when required.
- Schedule appointments through the Facility Access and Shipment Tracking system (FAST®) if mail is accepted at an origin facility and entered at a downstream USPS® processing facility.
- Use an approved electronic method to transmit mailing documentation and postage statements to the Postal Service.
- If the mailing is prepared or presented on behalf of another entity, the electronic documentation (eDoc) must include additional information to support the by/for mailing relationships. Mail service providers (agents) do not have to provide by/for data for mail owners with 5,000 or fewer pieces in a mailing. All other mailings must include by/for information. The mail owner and mailing agent are described as follows:

Mail Owner: The mail owner is the business entity, organization, or individual who makes business decisions regarding the mailpiece content, directly benefits from the mailing, and ultimately pays for postage on the mailpiece directly or by way of a mailing agent.

Mailing Agent: The mailing agent is a business entity, organization, or individual acting on behalf of one or more mail owners by providing mailing services for which the mail owners compensate the mailing agent. A business entity, organization, or individual whose services define it as a mailing agent may also be considered a mail owner, but only for its own mail or the mail of its subsidiaries. Mailing agents include, but are not limited to the following: Printers, letter shops, address-list providers/managers; mail preparers, postage payment providers, mailing logistics providers, mailing tracking providers, ad agencies, and mailing information managers.

The Postal Service's Vision

The strategic vision of the Postal Service is to create 100 percent visibility for mail in the mail stream. This visibility provides full-service mailers with near real-time data that specifies the location of mailpieces within the postal mail stream and the delivery day.

The Postal Service continues the ongoing transformation of data visibility and evolution of technological innovations to achieve this vision.

The mailer's use of full-service Intelligent Mail is an integral part of the Postal Service's ongoing strategy to provide

cost-effective and service-responsive mailing services. Efficient use of postal resources can be achieved with advance information about the content and makeup of the mail. The planning data acquired through the submission of full-service mailings provides significant opportunities for improvements in efficiency and service performance.

Benefits and Advantages

If all guidelines are followed and requirements met, full-service Intelligent Mail offers advantages to both mailers and the Postal Service.

Advantages for Mailers:

- Mailers receive free undeliverable-as-addressed information including address correction service (ACS) and nixie service. (A nixie is a mailpiece that cannot be sorted or delivered because of an incorrect, illegible, or insufficient delivery address. Nixie service enables the processing of mail that cannot be forwarded or delivered as addressed and notifies mailers electronically of the specific reason for non-delivery.)
- A mailer receives start-the-clock information indicating when the mail was accepted by the Postal Service.
- Mailers receive container, tray, bundle, and mailpiece scans from induction to destination processing.
- Mailers are provided with comprehensive information on the status of mailings as they progress through the Postal Service mail stream.
- Visibility enables mailers to respond more effectively to customer inquiries on the status of bills, statements, catalogs, and publications.
- A mailer's annual mailing permit fee is waived when the mailer enters 90 percent or more of full-service volume using the associated permit within the year.
- The "Mail Anywhere" program allows the use of a single permit at any *PostalOne!*[®] site for mailings containing 90 percent or more of full-service mailpieces. This simplifies permit management and enables the mailer to maintain a single account to enter and pay for mailings.
- Full-service mailers may also use the "Pay Anywhere" program, which allows customers to make deposits to their permit trust accounts at any Point of Sale (POS) retail site that supports business mail entry unit (BMEU) transactions.
- Simplified mail entry and acceptance through programs enabled by full-service including eInduction and Seamless Acceptance.

Advantages for the Postal Service:

- Visibility into the flow of mail through the Postal Service mail stream enables enhanced diagnostics of service performance. The ability to measure service performance is available for each full-service mailing.
- Scan data allows the Postal Service to measure the number of hours and minutes between operations.
- Scan data allows the Postal Service to identify operational bottlenecks and continue to improve service for commercial First-Class Mail, Standard Mail, Periodicals, and BPM.
- Ability to provide real-time alerts to Postal Service operations enables employees to respond to and avoid potential service failures.
- Advance notification of volume and makeup of commercial mail enables improved resource planning.
- Ability to accurately track mail volumes as they move through the Postal Service network enables improved management and staffing of operations.
- Simplified mail acceptance processes increase productivity. With the availability of full-service mailing data and unique identifiers, the business mail acceptance procedures are streamlined with programs such as eInduction and Seamless Acceptance.

For questions regarding full-service requirements, contact the Postal Service by email at fullservice@usps.gov or call the *PostalOne!* Help Desk at 800-522-9085.

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

	*	*	*	*	*
500	Additional Mailing Services				
503	Extra Services				
	*	*	*	*	*
14.0	Intelligent Mail Barcode Tracing				
	*	*	*	*	*
14.1	Basic Information				
	*	*	*	*	*

14.1.1 General Information

[Revise the text of 14.1.1 to read as follows:]

Participation in Intelligent Mail barcode (IMb) Tracing service is available at no charge without a subscription. Requirements for participation in IMb Tracing include:

- Use of an IMb on mailpieces entered as part of a full-service mailing under 705.24.0.

- Use of a Mailer Identifier that has been registered (through the Business Customer Gateway, accessible on <http://usps.com>) to receive scan data.
- Verification by the Postal Service that the IMb as printed meets all applicable postal standards.

* * * * *

700 Special Standards

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705 Advanced Preparation and Special Postage Payment Systems

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[Delete current 24.1.1 and 24.1.2 in their entirety.]

24.2 General Eligibility Standards

[Revise the introductory paragraph of 24.2 to read as follows:]

First-Class Mail, Periodicals, and Standard Mail letters and flats meeting eligibility requirements for automation or carrier route prices (except for Standard Mail ECR saturation flats), and Bound Printed Matter flats (except for Presorted DDU-entered and carrier route flats) are potentially eligible for full-service incentives. All pieces entered under full-service pricing must:

* * * * *

[Revise item 24.2c to read as follows:]

- c. Be part of a mailing using unique Intelligent Mail container barcodes on all destination-entry pallets and other containers optionally or required to be prepared under 8.0 or as part of a customer/supplier agreement. Pallets or approved alternate containers, with unique Intelligent Mail container barcodes, must also be used whenever a mailing is entered at the dock of a USPS-processing facility and meets minimum container/pallet volume requirements under 705.8.0. A customer/supplier agreement is authorized with a service agreement signed by the mailer, the USPS District Manager, Customer Service, and the USPS Processing and Distribution Center manager. The service agreement contains provisions regarding mailer and USPS responsibilities.

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24.4 Preparation

* * * * *

24.4.2 Intelligent Mail Tray Labels

[Revise the second sentence of 24.4.2 to read as follows:]

***Mailing documentation, when required, must associate each mailpiece to a corresponding tray or sack, or to a log-

ical tray or sack, as described in 24.4.4.

* * * * *

24.4.3 Intelligent Mail Container Placards

[Revise the second sentence of 24.4.3 to read as follows:]

***Mailing documentation, when required, must associate each mailpiece (and tray or sack, if applicable) to a corresponding container (or a logical container) as described in 24.4.4, unless otherwise authorized by the USPS.

* * * * *

24.4.4 Electronic Documentation

[Revise the text of 24.4.4 to read as follows:]

Mailers must electronically submit postage statements and mailing documentation to the *PostalOne!* system. Documentation must describe how each mailpiece is linked to a uniquely identified tray or sack, and how each mailpiece and tray or sack is linked to a uniquely identified container. Linking to logical trays, sacks, and containers via sibling records is an option when linking to a specific tray, sack, or container is not feasible. The documentation must also meet the requirements in *A Guide to Intelligent Mail for Letters and Flats* (at <http://ribbs.usps.gov>). Mailers must transmit postage statements and documentation to the *PostalOne!* system using Mail.dat, Mail.XML, or Postal Wizard (see 24.5.3).

* * * * *

24.5 Additional Standards

* * * * *

24.5.3 Special Standards — Small Volume Mailings

[Revise the text of 24.5.3 to read as follows:]

For mailings of fewer than 10,000 pieces, when postage is affixed to each piece at the correct price, or each piece is of identical weight and the mailpieces are separated by price, the serial number field of each Intelligent Mail barcode can be populated with a mailing serial number that is unique to the mailing, but common to all pieces in the mailing. This unique mailing serial number must not be reused for a period of 45 days from the date of mailing. These mailings are not required to submit electronic documentation for full-service, only an electronic postage statement. Unique mailing serial numbers must be populated in the Postal Wizard entry screen field or in the electronic documentation.

* * * * *

708 Technical Specifications

* * * * *

6.0 Standards for Barcoded Tray Labels, Sack Labels, and Container Placards

6.1 General

6.1.1 Tray and Sack Labels

[Revise the text of 6.1.1 to read as follows:]

Intelligent Mail tray labels are the USPS-approved method to encode routing, content, origin, and mailer information on trays and sacks. Intelligent Mail tray labels are designed for optimum use with Intelligent Mail barcoded mail and have the capacity to provide unique identification throughout postal processing, but are required for use on all trays and sacks in presorted mailings.

6.1.2 Container Placards

[Revise 6.1.2 by adding items “a” and “b” to read as follows:]

- a. Intelligent Mail container placards are not required for small mailings of Standard Mail, Periodicals, and Bound Printed Matter letters and flats when entered at a BMEU, if the mailing is less than 500 pounds of bundles or sacks, and fewer than 72 linear feet of trays.
- b. Intelligent Mail container placards are not required when entering mail at a co-located BMEU within the service area where mail is entered, if the mailing consists of 100 but less than 250 pounds of bundles or sacks, and at least 12 but fewer than 35 linear feet of trays.

6.2 Specifications for Barcoded Tray and Sack Labels

* * * * *

6.2.2 Line 1 (Destination Line)

The destination line must meet these standards:

- a. *Placement.* The destination line must be the top line of the label. An exception is that one line of extraneous information may appear above the destination line on tray and sack labels as provided in 6.3.2, and 6.3.2f. The destination line must be completely visible when placed in the label holder. Visibility is ensured if the destination line is no less than 1/8 (0.125) inch below the top of the label, when the label is cut and prepared.

[Delete Exhibit 6.2.2a, Barcoded 2-inch Sack Labels, in its entirety.]

* * * * *

[Delete Exhibit 6.2.2b, Barcoded 1-inch Sack Labels, in its entirety.]

* * * * *

6.2.5 Line 3 (Origin Line)

[Revise the first sentence of 6.2.5 to read as follows:]

The origin line must appear below the content line, except as allowed under 6.3.4, and 6.2.5a and 6.2.5b. ***

* * * * *

[Delete current 6.3, Additional Standards — Barcoded 2-Inch Sack Labels and Barcoded Tray Labels, and 6.4, Additional Standards — Barcoded 1-Inch Sack Labels, in their entirety.]

* * * * *

[Renumber current 6.5 as new 6.3 and revise the title to read as follows:]

6.3 Specific Standards for Intelligent Mail Tray Labels

6.3.1 Definitions

[Revise the text of renumbered 6.3.1 to read as follows:]

Intelligent Mail tray labels are 2-inch labels used on trays and sacks to provide unique identification within postal processing. 24-digit Intelligent Mail tray labels include only a 24-digit barcode printed in International Symbolology Specification (ISS) Code 128 subset C symbology (see Exhibit 6.3.3). Intelligent Mail tray labels also include a human readable field designed to indicate the carrier route for carrier route mailings, display an “AUTO” indicator text for automation mailings, or remain blank for nonautomation mailings. Mailers using Intelligent Mail tray labels must print labels in the 24-digit Intelligent Mail tray label format. Detailed specifications for the tray label and barcode formats are at <http://ribbs.usps.gov>.

[Delete current Exhibit 6.5.1, 10/24 Transitional Intelligent Mail Tray Label, in its entirety.]

[Delete current 6.5.2, Transitional Intelligent Mail Tray Label Format, in its entirety.]

[Renumber current 6.5.3 through 6.5.7 as new 6.3.2 through 6.3.6.]

[Renumber current 6.6 as new 6.4.]

* * * * *

We will incorporate these revisions into the next update of the online DMM, which is available via Postal Explorer® at <http://pe.usps.com>.

— Product Classification,
Pricing, 1-9-14

IMM Revision: Changes to Pricing for International Mailing Services

Effective January 26, 2014, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) to reflect changes to prices for the international mailing services noted below.

The following IMM revisions are based on the Postal Regulatory Commission's (PRC) Order No. 1926, issued on December 24, 2013, in Docket No. R2013-11. In that order, the PRC found that the prices in the Postal Service's Exigent Request may go into effect on January 26, 2014. The order is available on the PRC website at www.prc.gov.

First-Class Mail International Service

First-Class Mail International® service is an affordable international service for postcards, letters, large envelopes, and small packages weighing up to 4 pounds. The overall price increase for First-Class Mail International service is 4.4 percent. More specifically, prices for postcards are increasing by 4.5 percent, prices for letters are increasing by 4.5 percent, and prices for large envelopes (flats) are increasing by 4.3 percent.

The 2-ounce letter-size price to Canada will continue to be the same price as the 1-ounce letter-size price to Canada.

International Extra Services and Customs Clearance and Delivery Fee

The overall price increase for international market-dominant extra services are approximately 4.2 percent. The following price revisions to international mailing services are also effective January 26, 2014:

- Customs Clearance and Delivery Fee: The price for Customs Clearance and Delivery Fee is increasing to \$6.00.
- Certificate of Mailing service: Prices for certificate of mailing service are increasing — the overall price increase is 9.7 percent.
- Registered Mail™ service: The price for international Registered Mail service is increasing to \$13.65.
- Return receipt service: The price for international return receipt service is increasing to \$3.75.
- International Business Reply™ service: For International Business Reply envelopes up to 2 ounces, the price is increasing to \$1.35, and for cards, the price is increasing to \$1.85.

In the IMM's Individual Country Listings (ICLs), we are removing the specific prices for Extra Services and are referring readers to Notice 123, *Price List*.

Mailing Standards of the United States Postal Service, International Mail Manual (IMM)

* * * * *

Individual Country Listings

* * * * *

Extra Services

Certificate of Mailing (313)

[For each country that offers certificate of mailing service, revise the text to read as follows:]

Individual Pieces — Refer to Notice 123, *Price List*, for the applicable price:

Individual article (PS Form 3817).

Firm mailing books (PS Form 3877), per article listed (minimum 3).

Duplicate copy of PS Form 3817 or PS Form 3877 (per page).

Bulk Quantities — Refer to Notice 123, *Price List*, for the applicable price:

First 1,000 pieces (or fraction thereof).

Each additional 1,000 pieces (or fraction thereof).

Duplicate copy of PS Form 3606.

Registered Mail (330)

[For each country that offers international Registered Mail service, remove the specific fee noted on the right and add a line to read as follows:]

Fee: Refer to Notice 123, *Price List*, for the price.

* * * * *

Return Receipt (340)

[For each country that offers international return receipt service, remove the specific fee noted on the right and add a line to read as follows:]

Fee: Refer to Notice 123, *Price List*, for the price.

* * * * *

International Business Reply Service (382)

[For each country that offers International Business Reply service, revise the text to read as follows:]

Fee: Refer to Notice 123, *Price List*, for the applicable price:

Envelopes up to 2 ounces.

Cards.

* * * * *

We will incorporate these revisions into the next update of the online IMM, which is available via Postal Explorer® at <http://pe.usps.com>.

— Product Classification,
Pricing, 1-9-14

Handbooks

Handbook AS-701 Revision: Bill of Lading Document Retention

Effective January 9, 2014, Handbook AS-701, *Material Management*, is revised to reflect the change in document retention requirements for bills of lading.

Handbook AS-701, *Material Management*

	*	*	*	*	*
2	Freight Transportation Management – Shipping and Receiving				
	*	*	*	*	*
22	Documenting Transactions				
	*	*	*	*	*
221	Information Requirements				
	*	*	*	*	*

221.3 Document Retention

[Revise the text of 221.3 to read as follows:]

An electronic copy of each bill of lading is retained by the Transportation Management Service Provider (TMSP) for 7

years beginning with the year of issuance. Upon written request, the TMSP will furnish the USPS with the electronic and/or printed copies of the proof of delivery documentation and the bill of lading.

* * * * *

We will incorporate this revision into the next online edition of Handbook AS-701, *Material Management*, on the Postal Service PolicyNet website:

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

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

— Asset Management
Supply Management, 1-9-14

Handbook EL-380 Revision: Changes to Guidance for PCES Employees on Annual Leave Carryover

Effective January 9, 2014, the Postal Service™ is revising Handbook EL-380, *Postal Career Executive Service*, to include the following clarifications regarding PCES employees and annual leave carryover.

Handbook EL-380, *Postal Career Executive Service*

	*	*	*	*	*
6	Benefits				
	*	*	*	*	*
62	Leave				
	*	*	*	*	*
621	Annual Leave				
	*	*	*	*	*

621.3 Annual Leave Carryover

[Revise the text of 621.3 to read as follows:]

Accumulated annual leave (A/L) may be carried over from one leave year to the next as follows:

For executives whose A/L balance is no more than 608 hours at the beginning of a leave year, all earned unused A/L may be carried into the new leave year (a maximum of 208 hours of A/L can be earned each leave year).

For executives whose A/L balance is over 608 hours at the beginning of a leave year:

- The carryover ceiling on the amount of A/L that can be carried over from the current leave year to the new leave year is a personal ceiling that is determined by the amount of A/L used during the current leave year.
- If more A/L hours are used during the leave year than are earned by the end of the leave year, then the A/L carryover limit is reduced by the number of hours in excess of earned hours (but not below 688).
- The maximum increase to the carryover ceiling each leave year is 128 hours.
- Since executives earn 208 hours each leave year, 80 hours of A/L must be used annually or lost.
- An executive who uses less than 80 hours will nonetheless have his or her A/L balance reduced by 80 hours upon entering the new leave year.

- For purposes of the 80-hour requirement, making an A/L donation through the leave sharing program counts as using A/L.
- For purposes of the 80-hour requirement, exchanging A/L through the annual leave exchange (ALE) program does not count as using A/L.
- **Exception:** Executives whose A/L balance is higher than 608 hours and lower than 688 hours may not need to use the entire 80 hours to avoid losing A/L.

621.4 Annual Leave Exchange

[Add the text below as the last sentence for 621.4 to read as follows:]

***For purposes of the requirement to use 80 hours of annual leave as explained in 621.3, exchanging annual leave in the annual exchange program does not count as using annual leave.

* * * * *

Publications

Publication 75, Mover's Guide, News

As of January 1, 2014, recycle any old copies of Publication 75, *Mover's Guide*. All Post Offices™ should have received the new January–March 2014 issue of Publication 75 by December 31, 2013. Similar to last quarter's shipment, the total quantity of *Mover's Guide* copies sent to your facility may have been reduced. In an effort to reduce waste and account for more customers submitting change-of-address orders online, fewer *Mover's Guide* copies are needed. There are several things you can do to conserve as well:

- Make sure customers are aware that USPS.com® is the most convenient, safe, and secure way for customers to submit a change-of-address order.
- Encourage carriers to take ICOA message cards on their routes instead of *Mover's Guide* copies.
- Give *Mover's Guide* copies out to *moving* customers only.

Important Reminders

- Copies of *Mover's Guide* must be kept behind the counter *ONLY*, not in inner or outer lobbies or on clerk counters.
- Customers unwilling or unable to submit their change of address at www.usps.com should be given a complete, unopened copy of *Mover's Guide*.
- Provide no more than three copies of *Mover's Guide* to each customer.
- *Mover's Guide* is printed and distributed four times a year.

We will incorporate these revisions into the next online edition of Handbook EL-380, *Postal Career Executive Service*, on the Postal Service PolicyNet website:

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

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

— Compensation,
Labor Relations, 1-9-14

Shipment Information and Inventory Management

Offices will continue to receive copies of *Mover's Guide* in one or two shipments. The first shipments should have arrived by the end of December. The second shipments will arrive 3 to 5 weeks later.

- Boxes with YELLOW stickers are the first shipment for this print run.
- Boxes with BLUE stickers are the second and final shipment for this print run.

To track or find your office's shipment information, go to http://blue.usps.gov/purchase/operations/ops_downloads.htm and click *Mover's Guide* (Pub75) Distribution for January–March 2014. Use the Ctrl + F Function to search for your office while the “Fedstrip” Column is highlighted. To request a shipment quantity change, call Imagitas at 800-816-6837.

ICOA Message Card Information

If your Post Office has an ICOA message card display, replenishment cards and updated banners will be mailed with your *Mover's Guide* shipments. DO NOT THROW AWAY THE DISPLAY OR ICOA MESSAGE CARDS. THEY DO NOT EXPIRE. The display is REQUIRED to be in the lobby and it must have the ICOA message cards in it at all times.

If any Post Office runs out of ICOA message cards between shipments, use the website at <http://imagitas.com/contact/postal-request-form/> or call 800-816-6837 for replenishment.

— Address Management,
Product Information, 1-9-14

Publication 431 Revision: Changes to Post Office Box Service and Caller Service Fee Groups

Effective January 9, 2014, Publication 431, *Post Office Box Service and Caller Service Fee Groups*, is revised to include the following changes.

Publication 431, *Post Office Box Service and Caller Service Fee Groups*

* * * *

[Revise the following entries:]

ZIP Code	Fee Group
83648	4
95915	5
95980	5

* * * *

[Delete the following entries:]

ZIP Code
04775
07047M
13107

* * * *

The online version of Publication 431 is dated July 2010. Publication 431 is currently available on the Postal Service™ PolicyNet website (<http://blue.usps.gov/cpim>):

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *PolicyNet*.
- Click *PUBs*.

Offices with WebBATS access can view current Publication 431 information by generating a WebBATS Facility Information Report as follows:

1. Go to the WebBATS main menu, and select *Reports*. The reports page opens.
2. Under the Clients/System column, System category, click *Facility Information*.
3. View the Fee Group field in the report.

— Retail Services,
Retail Channel Operations, 1-9-14

Notices

Reminder: Only Use Current Versions of Notice 3-A and 3-S

Notice 3-A, *Letter-Size Mail Dimensional Standards Template*, and Notice 3-S, *First-Class Mail Shape-Based Pricing Template*, are valuable tools for Retail Associates and customers alike to quickly and easily determine whether or not a mailpiece meets USPS® physical mailing standards. Please ensure that you are using the most recent version of each Notice: the November 2011 version of Notice 3-A and the June 2010 version of Notice 3-S. Do not use earlier versions of these Notices.

Postal Service™ employees can order Notice 3-A, *Letter-Size Mail Dimensional Standards Template*, stock number 7610-03-000-9053, and Notice 3-S, *First-Class Mail Shape-Based Pricing Template*, stock number 7530-10-000-0765, from the Material Distribution Center (MDC) through eBUY2 or by using touch tone order entry (TTOE) at 800-273-1509.

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 registration before placing your first order.

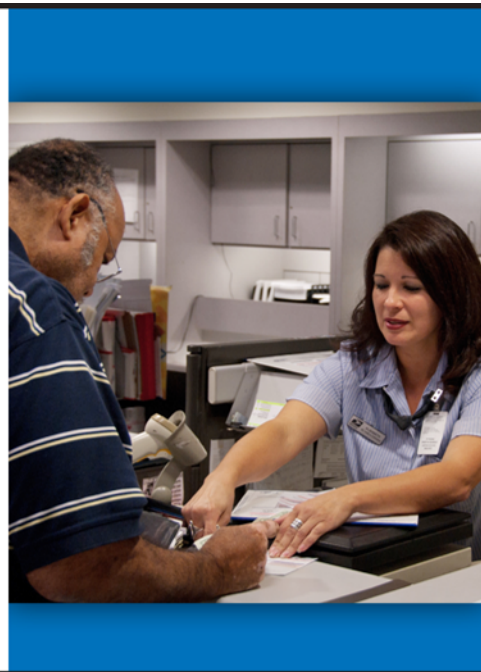
Postal Service customers can order Notice 3-A, *Letter-Size Mail Dimensional Standards Template*, and Notice 3-S, *First-Class Mail Shape-Based Pricing Template*, from the Material Distribution Center (MDC) in Topeka, KS, by calling Customer Service at 800-332-0317, Option 4, 4. They will provide details on availability and price. Customers will then mail the MDC a check or money order along with the ticket number given to them by Customer Service.

The cost to customers for 10 each of Notice 3-A and Notice 3-S, handling, and Standard Post postage is about \$23; with Priority Mail, the cost is about \$28. If a customer orders only one of each, the cost is approximately \$10 or \$15, depending on whether it is shipped by Standard Post or Priority Mail.

— Product Classification,
Pricing, 1-9-14

DID YOU **KNOW** ?

**The Clerks Care
lead generation
program
encourages clerk
craft employees
to submit sales
leads.**



Organization Information

Finance

Form W-4 Completion for Employees Claiming Exempt Status for 2014

Internal Revenue Service (IRS) regulations permit employees who anticipate no federal tax liability for 2014 to continue to claim total exemption from federal tax withholding provided they owed no federal taxes for 2013. These regulations also require a new Form W-4, *Employee's Withholding Allowance Certificate*, be submitted every calendar year by employees claiming an exempt status. However, because of *PostalEASE*, these employees no longer have to file a hard copy Form W-4.

Employees may meet IRS filing requirements for exempt Forms W-4 by either logging onto *PostalEASE* via the USPS® Intranet at <http://blue.usps.gov> or by calling *PostalEASE* toll-free at 877-477-3273, option 1. Follow the Form W-4 instructions provided by *PostalEASE*, and your form will be updated for calendar year 2014. If you need to contact the HR Shared Service Center (HRSSC) in Greensboro about this matter, call 877-477-3273, option 5.

Any employee currently in an exempt status who does not submit a new Form W-4 claiming a continuation of the exempt status will be converted to a taxable status, effective Pay Period (PP) 05-14. For an exempt status to remain effective into the next year, the IRS requires completion, submission, and acceptance of a new form no later than February 15. Since February 15 falls within PP 05-13, updated Form W-4 information must be entered into *PostalEASE* no later than Saturday, **February 15, 2014**. Entry of the information by that date will ensure continuation of the exempt status for 2014.

Note: An employee may file for exemption after the February 15 deadline; however, in this instance, the employee's exempt status will not be retroactive to Day 1 of the calendar year. The employee's exempt status is prospective. Depending on the day of the pay period in which W-4 information is entered into *PostalEASE*, the exempt status is effective the pay period of entry or the pay period following entry.

Any employee who claimed exempt status for 2013 and who does not submit a new Form W-4 will have federal taxes withheld at the rate normally applicable to an employee claiming "Single" with "0" allowances. Employees with an exempt status (as of PP 26-13) will receive printed messages on their earnings statements during PP 03-14 and PP 05-13 reminding them that a new Form W-4 is required.

Reminders

- All administrative and managerial employees are prohibited from providing any tax advice to employees about the completion of Form W-4.
- Sending information about exempt Form W-4 to Eagan Accounting Services is no longer required.

— Payroll,
Controller, 1-9-14

Equipment Maintenance Allowance Schedule for Rural Routes

Rural Carriers

In accordance with the provisions of Article 9, Section 2.J.3 of the *Rural Carrier National Agreement*, effective January 11, 2014 (pay period 03-14), the equipment maintenance allowance (EMA) will decrease from 73.0 cents per mile to 71.0 cents per mile. The EMA is 71.0 cents per mile, or a minimum of \$28.40 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 the provisions of Article 9,

Section 2.J.5, receive an EMA of 71.0 cents per mile or \$7.70 per hour, whichever is greater. This EMA should not exceed the amount provided in the special equipment maintenance allowance for the route stops and miles.

EMA Rate Schedule

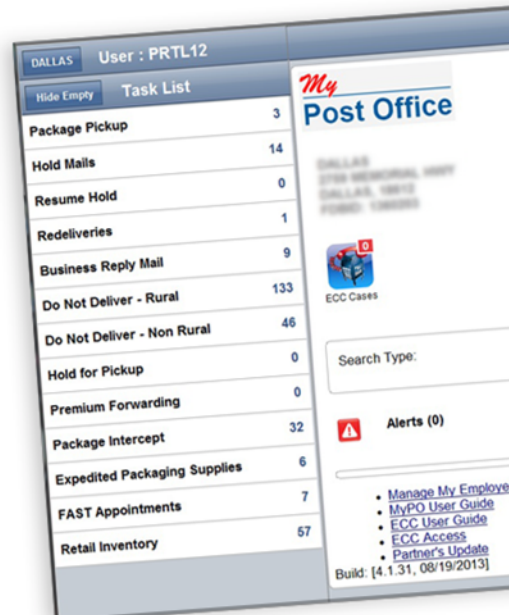
The EMA rate schedule on pages [56–57](#) supersedes all previously published EMA schedules for employees receiving EMA.

— Collective Bargaining and Arbitration,
Labor Relations, 1-9-14

USPS 26-9902 MINNEAPOLIS ISC REPORT AAQ510FI	RURAL EQUIPMENT MAINTENANCE	RATE SCHEDULE	DATE 12-23-13 PAGE 2
	BASED ON \$0.710 PER MILE	EFFECTIVE PP-YR 03-14	
MILES	STOPS = *0640**0660**0700**0720**0740**0760**0780**0800**0820**0840**0860**0880**0900**0920**0940**0960**0980**1000		
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9	30.00 30.10 30.20 30.30 30.40 30.50 30.60 30.70 30.80 30.90 31.00 31.10 31.20 31.30 31.40 31.50 31.60 31.70 31.80		
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33	32.50 32.60 32.70 32.80 32.90 33.00 33.10 33.20 33.30 33.40 33.50 33.60 33.70 33.80 33.90 34.00 34.10 34.20 34.30		
34	32.60 32.70 32.80 32.90 33.00 33.10 33.20 33.30 33.40 33.50 33.60 33.70 33.80 33.90 34.00 34.10 34.20 34.30 34.40		
35	32.70 32.80 32.90 33.00 33.10 33.20 33.30 33.40 33.50 33.60 33.70 33.80 33.90 34.00 34.10 34.20 34.30 34.40 34.50		
36	32.80 32.90 33.00 33.10 33.20 33.30 33.40 33.50 33.60 33.70 33.80 33.90 34.00 34.10 34.20 34.30 34.40 34.50 34.60		
37	32.90 33.00 33.10 33.20 33.30 33.40 33.50 33.60 33.70 33.80 33.90 34.00 34.10 34.20 34.30 34.40 34.50 34.60 34.70		
38	33.00 33.10 33.20 33.30 33.40 33.50 33.60 33.70 33.80 33.90 34.00 34.10 34.20 34.30 34.40 34.50 34.60 34.70 34.80		
39	33.10 33.20 33.30 33.40 33.50 33.60 33.70 33.80 33.90 34.00 34.10 34.20 34.30 34.40 34.50 34.60 34.70 34.80 34.90		
40	33.20 33.30 33.40 33.50 33.60 33.70 33.80 33.90 34.00 34.10 34.20 34.30 34.40 34.50 34.60 34.70 34.80 34.90 35.00		
41	33.30 33.40 33.50 33.60 33.70 33.80 33.90 34.00 34.10 34.20 34.30 34.40 34.50 34.60 34.70 34.80 34.90 35.00 35.10		
42	33.40 33.50 33.60 33.70 33.80 33.90 34.00 34.10 34.20 34.30 34.40 34.50 34.60 34.70 34.80 34.90 35.00 35.10 35.20		
43	33.50 33.60 33.70 33.80 33.90 34.00 34.10 34.20 34.30 34.40 34.50 34.60 34.70 34.80 34.90 35.00 35.10 35.20 35.30		

**DID YOU
KNOW** ?

**USPS is
launching a
new and
streamlined
version of My
Post Office
(MyPO) in
October.**



2013 Tax Information: Form W-2 Wage and Tax Statement; Form 1099

General Form W-2 Information

If an employee has earnings from more than one state or locality, a separate Form W-2 (See pages [60–61](#)) will be issued for each.

Forms W-2 Wage and Tax Statement 2013 will be mailed to all employees except those employees who, through the *PostalEASE* “W-2” module, elected not to receive mailed copies of Forms W-2 in lieu of official, electronic Forms W-2. The *PostalEASE* “W-2” module makes online viewing and/or printing of Forms W-2 for any of the last seven years available to all employees.

The format of the 2013 Form W-2 remains unchanged from the 2012 version. However, with the discontinuation of Advanced Earned Income Credit (AEIC) Payments in 2011, Box 9 is shaded and no longer serves to identify monies of any type.

An employee may be able to take the Earned Income Credit (EIC) for 2013, if he or she meets qualifying requirements. Details are printed in the “Notice to Employee” section of the Form W-2. An employee may also qualify for a state EIC credit. Employees should visit applicable state taxing authority websites to determine eligibility.

The Patient Protection and Affordable Care Act created the “Additional Medicare Tax” effective January 1, 2013. All wages and other compensation that are subject to regular Medicare tax in excess of \$200,000 are subject to an additional Medicare tax of 0.9%. All Medicare tax withheld is reported in Box 6 of the Form W-2.

Inquiries

Direct all inquiries concerning payroll items, such as employee business expense, equipment maintenance, rent, territorial cost-of-living allowance (TCOLA), money differences between earnings statement and Form W-2 (See Reconciliation Formula on Form W-2), leave buy backs, erroneous state or local tax deductions, TSP, FSA, etc., to the Accounting Help Desk at 866-974-2733.

Provide the following information:

- Employee name.
- Current mailing address.
- Social Security number and/or Employee ID.
- Year(s) involved.
- Specific question.

Or

Submit questions regarding Forms W-2 in writing to the following addresses:

Form W-2 inquiries concerning payroll items: Provide employee name, current mailing address, Social Security number and/or Employee ID, year(s) involved, specific question, and employee signature. If the first three digits of your Social Security number are...	Send a written request to....
000–149	Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9631
150–277	Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9633
278–427	Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9634
428–541	Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9636
542–999	Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9661
Form W-2 inquiries relating to Postal Service payments made under the Annuity Protection Program (APP): Provide employee name, current mailing address, Social Security number and/or Employee ID, year(s) involved, specific question, and employee signature.	Send a written request to.... Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9621



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 HRSSG for details.

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

THIS INFORMATION IS BEING FURNISHED TO THE INTERNAL REVENUE SERVICE

Finance Number.

ATTENTION POSTMASTER DO NOT FORWARD

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 26-2013 (or last period in pay status 2013) Earnings Statement, plus several other totals from the Form W-2. Use the Reconciliation Formula below to reconcile your Earnings Statement with your W-2. If any checks issued during 2013 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 Prefax
State Tax
Thrift Savings Plan
FSA
Commuter
FEDVIP
HSA
Local Tax

Reconciliation Formula

Gross Pay (YTD)
- FSA Contributions
- Thrift Savings Plan
- Relocation Excludable
- Pretax HB HSA FEDVIP
- Pretax Commuter Program
+ Taxable Vehicle
+ Imputed Income-Life Insurance
+ Miscellaneous
+ Relocation Gross
+ Locality Pay LEAP AUO
+ Deferred Comp Distribution

FOR EMPLOYMENT VERIFICATION
CALL 1-800-367-5690



= Wages, tips, other comp Box 1

a Employee's social security number		b Employer identification number 41-0760000	
c Employer's name, address, and ZIP code United States Postal Service Eagan Accounting Service Center 2825 Lone Oak Parkway Eagan MN 55121-9617			
d Control number			
e Employee's first name and initial		Last name Suff.	
f Employee's address and ZIP code			
1 Wages, tips, other compensation	2 Federal income tax withheld		
3 Social security wages	4 Social security tax withheld		
5 Medicare wages and tips	6 Medicare tax withheld		
7 Social security tips NONE	8 Allocated tips NONE		
9	10 Dependent care benefits		
11 Nonqualified plans	12a See instructions for box 12		
13 Statutory Retirement employee plan Third-party sick pay	12b		
14 Other TCOLA OccTax Txbi EBE MII Diff	12c 12d		
15 State Employer's state ID no.	16 State wages, tips, etc.		
17 State income tax	18 Local wages, tips, etc.		
19 Local income tax	20 Locality name		
W-2 Federal Filing Copy Wage and Tax Statement 2013			
Copy B to be filed with Employee's FEDERAL Tax Return OMB No. 1545-0008			

a Employee's social security number		b Employer identification number 41-0760000	
c Employer's name, address, and ZIP code United States Postal Service Eagan Accounting Service Center 2825 Lone Oak Parkway Eagan MN 55121-9617			
d Control number			
e Employee's first name and initial		Last name Suff.	
f Employee's address and ZIP code			
1 Wages, tips, other compensation	2 Federal income tax withheld		
3 Social security wages	4 Social security tax withheld		
5 Medicare wages and tips	6 Medicare tax withheld		
7 Social security tips NONE	8 Allocated tips NONE		
9	10 Dependent care benefits		
11 Nonqualified plans	12a See instructions for box 12		
13 Statutory Retirement employee plan Third-party sick pay	12b		
14 Other TCOLA OccTax Txbi EBE MII Diff	12c 12d		
15 State Employer's state ID no.	16 State wages, tips, etc.		
17 State income tax	18 Local wages, tips, etc.		
19 Local income tax	20 Locality name		
W-2 State Filing Copy Wage and Tax Statement 2013			
Copy 2 to be filed with Employee's STATE Tax Return OMB No. 1545-0008			

a Employee's social security number		b Employer identification number 41-0760000	
c Employer's name, address, and ZIP code United States Postal Service Eagan Accounting Service Center 2825 Lone Oak Parkway Eagan MN 55121-9617			
d Control number			
e Employee's first name and initial		Last name Suff.	
f Employee's address and ZIP code			
1 Wages, tips, other compensation	2 Federal income tax withheld		
3 Social security wages	4 Social security tax withheld		
5 Medicare wages and tips	6 Medicare tax withheld		
7 Social security tips NONE	8 Allocated tips NONE		
9	10 Dependent care benefits		
11 Nonqualified plans	12a See instructions for box 12		
13 Statutory Retirement employee plan Third-party sick pay	12b		
14 Other TCOLA OccTax Txbi EBE MII Diff	12c 12d		
15 State Employer's state ID no.	16 State wages, tips, etc.		
17 State income tax	18 Local wages, tips, etc.		
19 Local income tax	20 Locality name		
W-2 Employee's Copy Wage and Tax Statement 2013			
Copy C for Employee's records OMB No. 1545-0008			

a Employee's social security number		b Employer identification number 41-0760000	
c Employer's name, address, and ZIP code United States Postal Service Eagan Accounting Service Center 2825 Lone Oak Parkway Eagan MN 55121-9617			
d Control number			
e Employee's first name and initial		Last name Suff.	
f Employee's address and ZIP code			
1 Wages, tips, other compensation	2 Federal income tax withheld		
3 Social security wages	4 Social security tax withheld		
5 Medicare wages and tips	6 Medicare tax withheld		
7 Social security tips NONE	8 Allocated tips NONE		
9	10 Dependent care benefits		
11 Nonqualified plans	12a See instructions for box 12		
13 Statutory Retirement employee plan Third-party sick pay	12b		
14 Other TCOLA OccTax Txbi EBE MII Diff	12c 12d		
15 State Employer's state ID no.	16 State wages, tips, etc.		
17 State income tax	18 Local wages, tips, etc.		
19 Local income tax	20 Locality name		
W-2 City or Local Filing Copy Wage and Tax Statement 2013			
Copy 2 to be filed with Employee's LOCAL Tax Return OMB No. 1545-0008			

Notice to Employee

Do you have to file? Refer to the Form 1040 Instructions to determine if you are required to file a tax return. Even if you do not have to file a tax return, you may be eligible for a refund if box 2 shows an amount or if you are eligible for any credit.

Earned income credit (EIC). You may be able to take the EIC for 2013 if your adjusted gross income (AGI) is less than a certain amount. The amount of the credit is based on income and family size. Workers without children could qualify for a smaller credit. You and any qualifying children must have valid social security numbers (SSNs). You cannot take the EIC if your investment income is more than the specified amount for 2013 or if income is earned for services provided while you were an inmate at a penal institution. For 2013 income limits and more information, visit www.irs.gov/efc. Also see Pub. 596, Earned Income Credit. Any EIC that is more than your tax liability is refunded to you, but only if you file a tax return.

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 amount error reported to the SSA on Form W-2. Be sure to get your copies of Form W-2c from your employer for all corrections made so you may file them with your tax return. 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 that displays your correct name at any SSA office or by calling 1-800-772-1213. You also may visit the SSA at www.socialsecurity.gov.

Cost of employer-sponsored health coverage (if such cost is provided by the employer). The reporting in box 12, using code DD, of the cost of employer-sponsored health coverage is for your information only. The amount reported with code DD is not taxable.

Credit for excess taxes. If you had more than one employer in 2013 and more than \$7,049.40 in social security and/or Tier I 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 \$3,709.20 in Tier II RRTA tax was withheld, you also may be able to claim a credit. See your Form 1040 or Form 1040A instructions and Pub. 505, Tax Withholding and Estimated Tax.

Instructions for Employee

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 5. This amount may be required to be entered on Form 8959. See Form 1040 instructions to determine if you are required to complete Form 8959.

Box 6. This amount includes the 1.45% Medicare Tax withheld on all Medicare wages and tips shown in Box 5, as well as the 0.9% Additional Medicare Tax on any of those Medicare wages and tips above \$200,000.

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.

You must file Form 4137, Social Security and Medicare Tax on Unreported Tip Income, with your income tax return to report at least the allocated tip amount unless you can prove a smaller amount with adequate records. If you have records that show the actual amount of tips you received, report that amount even if it is more or less than the allocated tips. On Form 4137 you will figure the social security and Medicare tax owed on the allocated tips shown on your Form(s) W-2 that you must report as income and on other tips you did not report to your employer. By filing Form 4137, your social security tips will be credited to your social security record (used to figure your benefits).

Box 10. This amount is the total dependent care benefits that your employer paid to you or incurred on your behalf (including amounts from a section 125 cafeteria plan). Any amount over \$5,000 is also included in box 1. Complete 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 nongovernmental section 457(b) plan or (b) included in box 3 and/or 5 if it is a prior year deferral under a nonqualified or section 457(b) plan that became taxable for social security and Medicare taxes this year because there is no longer a substantial risk of forfeiture of your right to the deferred amount. This box should not be used if you had a deferral and a distribution in the same calendar year. If this happens and you are or will be age 62 by the end of the calendar year, your employer should file Form SSA-131 with the Social Security Administration and give you a copy.

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, and S) and designated Roth contributions (codes AA, BB, and EE) under all plans are generally limited to a total of \$17,500 (\$12,000 if you only have SIMPLE plans; \$20,500 for section 403(b) plans if you qualify for the 15-year rule explained in Pub. 571). Deferrals under code G are limited to \$17,500. Deferrals under code H are limited to \$7,000.

However, if you were at least age 50 in 2013, your employer may have allowed an additional deferral of up to \$5,500 (\$2,500 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 Form 1040.

Note. If a year follows code D through H, S, Y, AA, BB, or EE, you made a make-up pension contribution for a prior year(s) when you were in 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 "Other Taxes" in the Form 1040 instructions.

B—Uncollected Medicare tax on tips. Include this tax on Form 1040. See "Other Taxes" in the Form 1040 instructions.

C—Taxable cost of group-term life insurance over \$50,000 (included 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 deferrals 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 (information only, not included in boxes 1, 3, or 5)

K—20% excise tax on excess golden parachute payments. See "Other Taxes" in the Form 1040 instructions.

L—Substantiated employee business expense reimbursements (nontaxable)

M—Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only). See "Other Taxes" in the Form 1040 instructions.

N—Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (former employees only). See "Other Taxes" in the Form 1040 instructions.

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

Q—Nontaxable combat pay. See the instructions for Form 1040 or Form 1040A for details on reporting this amount.

R—Employer contributions to your Archer MSA. Report on Form 8853, Archer MSAs and Long-Term Care Insurance Contracts.

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

T—Adoption benefits (not included in box 1). 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). See Pub. 525 and instructions for Schedule D (Form 1040) for reporting requirements.

W—Employer contributions (including amounts the employee elected to contribute using a section 125 cafeteria plan) to your health savings account. Report on Form 8889, Health Savings Accounts (HSAs).

Y—Deferrals under a section 409A nonqualified deferred compensation plan

Z—Income under section 409A on a nonqualified deferred compensation plan. This amount is also included in box 1. It is subject to an additional 20% tax plus interest. See "Other Taxes" in the Form 1040 instructions.

AA—Designated Roth contributions under a section 401(k) plan

BB—Designated Roth contributions under a section 403(b) plan

DD—Cost of employer-sponsored health coverage. The amount reported with Code DD is not taxable.

EE—Designated Roth contributions under a governmental section 457(b) plan. This amount does not apply to contributions under a tax-exempt organization section 457(b) plan.

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

Box 14. Employers may use this box to report information such as state disability insurance taxes withheld, union dues, uniform payments, health insurance premiums deducted, nontaxable income, educational assistance payments, or a member of the clergy's parsonage allowance and utilities. Railroad employers use this box to report RRTA compensation, Tier I tax, Tier II tax, Medicare tax and Additional Medicare Tax.

Note. Keep Copy C of Form W-2 for at 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.

General Questions

Source of Reported Wages

The Wages and Other Compensation amount reported in Box 1 of Form W-2 is derived from year-to-date (YTD) totals reflected on the employee's Pay Period 26-2013 (or last year in pay status 2013) Earnings Statement, plus several other totals from the Form W-2. The employee's Earnings Statement (YTD) amounts and the Reconciliation Formula calculation specific to the employee are printed on the employee's Form W-2 (top left section of the page). In addition, employees can access this information via *PostalEASE* (W-2 segment).

Imputed Income Life Insurance

- Imputed Income Life Insurance is reported in Box 12 (letter code "C"). The IRS requires employers to report as income the employer cost of Group Term Life Insurance in excess of \$50,000.
- Per the Reconciliation Formula, Imputed Income Life Insurance (Box 12) is added to gross pay and is included in Box 1 (Wages, tips, other compensation).

Thrift Savings Plan (TSP)

- Employee TSP traditional contributions including TSP Catch-up are reported in Box 12 (letter code "D").
- Per the Reconciliation Formula, traditional TSP contributions (Box 12, letter code "D") are subtracted from gross pay and are not included in Box 1 (Wages, tips, other compensation).
- TSP Roth contributions, including TSP Catch-Up, are reported in Box 12 (letter code "AA"). TSP Roth contributions do not reduce gross pay; they are included in Box 1 (Wages, tips, other compensation). Roth contributions (letter code "AA") are reported for your information only.

Employee Business Expense (EBE)

Equipment maintenance allowance (EMA), carrier drive-out, vehicle hire, and supervisor vehicle usage are considered employee expenses paid by the U.S. Postal Service. The nontaxable (not the total) EBE amount is reported in Box 12 (letter code "L"). If there is a taxable amount, it is reported in Box 14 (Other). Per the Reconciliation Formula, taxable vehicle (Box 14) is added to gross pay and is included in Box 1 (Wages, tips, other compensation).

Flexible Spending Accounts (FSA): Dependent Care (DC) and Health Care (HC)

- Employee contributions to an FSA for dependent care are reported in Box 10 (Dependent Care Benefits). Per the Reconciliation Formula, FSA contributions are subtracted from gross pay and are not included in Box 1 (Wages, tips, other compensation).
- Employee contributions to an FSA for health care are not reported separately in any box on the Form W-2.

Per the Reconciliation Formula, FSA contributions are subtracted from gross pay and are not included in Box 1 (Wages, tips, other compensation). See your Pay Period 26 earnings statement year-to-date amount to determine your total Health Care FSA contributions made in 2013.

Health Benefits (HB)

- HB premiums are considered pretax unless the employee declined the pretax benefit. Payroll deductions for pretax HB premium payments are no longer reported separately in any box on the Form W-2. Per the Reconciliation Formula, payroll deductions for pretax HB premiums are subtracted from gross pay and are not included in Box 1 (Wages, tips, other compensation). See your Pay Period 26 earnings statement year-to-date amount to determine your total pretax HB premium payments made in 2013.
- The Cost of Employer-Sponsored Health Coverage (employer costs plus employee pre-tax and post-tax costs) is reported in Box 12 (letter code "DD"). Reporting is required by the Affordable Care Act but is reported for informational purposes only.

Health Savings Accounts (HSA)

Employee HSA contributions are reported in Box 12 (letter code "W"). Per the Reconciliation Formula, employee HSA contributions (Box 12) are subtracted from gross pay and are not included in Box 1 (Wages, tips, other compensation). See your Pay Period 26 earnings statement year-to-date amount to determine your total employee HSA contributions made in 2013.

Federal Employees Dental and Vision Insurance Program (FEDVIP)

FEDVIP premiums are considered pretax. Per the Reconciliation Formula, payroll deductions for pretax FEDVIP premiums are subtracted from gross pay and are not included in Box 1 (Wages, tips, other compensation). See your Pay Period 26 earnings statement year-to-date amount to determine your total pretax FEDVIP premium payments made in 2013.

Commuter Program

Employee contributions for the Commuter Program are considered pretax for 2013 up to the IRS \$245 monthly limit (annually \$2,990) for public transportation and/or the IRS \$245 monthly limit (annually \$2,990) for parking. Per the Reconciliation Formula, employee pretax commuter contributions are subtracted from gross pay and are not included in Box 1 (Wages, tips, other compensation). See your Pay Period 26 earnings statement year-to-date amount to determine your total Commuter Program contributions made in 2013. Any commuting contributions elected over the IRS limits are considered post-tax. Post-tax contributions do not reduce gross pay; they are included in Box 1 (Wages, tips, other compensation).

Relocation Payments

Qualified relocation (excludable) reimbursements paid directly to an employee are reported in Box 12 (letter code "P"). Per the Reconciliation Formula, Relocation Gross is added to gross pay while Relocation Excludable (Box 12) is subtracted from gross pay. The net difference between Relocation Gross and Relocation Excludable is included in Box 1 (Wages, tips, other compensation). See the statements issued to you by CARTUS, the relocation service for the Postal Service, if you need additional information.

Military Differential Payments

Military Differential Payments are reported in Box 14 (Other) and are included in Box 1 (Wages, tips, other compensation). Differential payments made to an individual while on active duty for more than 30 days are not subject to Social Security and Medicare taxes. Differential payments made to an individual while on active duty for 30 days or less are subject to Social Security and Medicare taxes.

Nonqualified Deferred Compensation

- Nonqualified Deferred Compensation is reported in Box 12 (letter code "Y").
- Additionally, distributed Nonqualified Deferred Compensation is reported in Box 11 (Nonqualified plans). Per the Reconciliation Formula, Nonqualified Deferred Compensation (Box 11) is included in Box 1 (Wages, tips, other compensation).

State/Territory Taxable Wages

The amount in Box 16 (State wages, tips, etc.) will equal Box 1 (Wages, tips, other compensation) with the following exceptions:

- Hawaii includes territorial cost-of-living allowance (TCOLA) in Box 16 (State wages, tips, etc.).
- California does not allow income deferral for Health Savings Accounts (HSAs).
- Mississippi does not allow income deferral for commuter program public transportation and parking.
- New Jersey allows no income deferral. Therefore, there is no income deferral for TSP, FSA DC, FSA HC, HB, HSA, FEDVIP, and Commuter Program (Public Transportation and Parking).
- Pennsylvania does not allow income deferral for TSP, FSA Dependant Care, and Commuter Program (Public Transportation and Parking). But, on the other hand, Pennsylvania does not require the addition of Imputed Income Life Insurance to state gross pay.
- Puerto Rico does not allow income deferral for employee FSA DC, FSA HC, HB, HSA, FEDVIP, and Commuter Program (Public Transportation and Parking) contributions.

Local Taxable Wages

The following statements do not take into account taxable wage limits that exist for certain localities. For those localities, amounts in Box 18 (Local wages, tips, etc.) will not exceed local taxable wage limits.

The amount in Box 18 (Local wages, tips, etc.) will equal gross pay with the following exceptions:

- New York City, NY; St. Louis, MO; and MI Locals (Battle Creek, Detroit, Flint, Grand Rapids, Lansing, Pontiac, and Saginaw): Local taxable wages are the same as the federal taxable wages reported in Box 1 (Wages, tips, other compensation).
- Kansas City, MO, and Madison County, KY: Local taxable wages equals federal taxable wages plus HSA.
- OH Locals (Akron, Brecksville, Brook Park, Canton, Cincinnati, Cleveland, Columbus, Dayton, Fairview Park, Heath, Kettering, Mansfield, Newark, Oberlin, Sharonville, Springfield, Toledo, Whitehall, and Youngstown): Local taxable wages equals federal taxable wages plus TSP and minus Life Insurance Imputed Income.
- With the exception of Philadelphia and Pittsburgh, PA Locals (Bethlehem, Erie, Greene, Hanover, Harrisburg, Horsham, Lancaster, Middletown, Reading, Scranton, Sunbury/Gregg, Tinicum, Warminster, Wilkes-Barre, and York) are the same as the PA taxable wages reported in Box 16 (State wages, tips, etc.).

Obtaining Duplicate Forms W-2 for Tax Years 2007 to the Present

PostalEASE

Employees may use the *PostalEASE* "W-2" module to view and/or print official, electronic copies of their Forms W-2 for any of the last 7 years, including the most recent W-2 year.

In addition, employees may request Forms W-2 for any of the last 7 years be reprinted and mailed to their home addresses by clicking the "Request mailed W-2 reprints" button in the *PostalEASE* "W-2" module. The "W-2" reprint process is performed weekly.

Accounting Services Help Desk

To obtain duplicate Forms W-2 for wages, relocation, or Annuity Protection Program, employees may also call the Accounting Help Desk at **866-974-2733**.

Provide the following information:

- Employee name.
- Current mailing address.
- Social Security number and/or Employee ID.
- Year(s) requested.

Written Request

If unsuccessful requesting duplicate Forms W-2 from the Accounting Help Desk or Employee Self Service: Provide employee name, current mailing address, Social Security number and/or Employee ID, year(s) requested, and employee signature.	Send a written request to.... Financial Reporting Section (W-2) Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9617
Postal Nurses and certain other Contractors (ADP): ADP produces Forms W-2 for a select group of nurses and contractors. Corporate Accounting will provide copies of the ADP W-2's. Provide employee name, current mailing address, Social Security number, year(s) requested, and employee signature.	Send a written request to.... Corporate Accounting 475 L'Enfant Plaza Room 8831 Washington, DC 20260-5242

Obtaining Duplicate Forms W-2 for Tax Years 2006 and Older

Eagan Accounting Services does not retain W-2 records older than seven years.

To request duplicate Forms W-2 older than seven years: Provide employee name, current mailing address, Social Security number, date of birth, requested tax years, name and location of employing Federal agency, beginning and ending dates of Federal service and signature (signed in cursive and dated within the last year).	Send a written request to.... National Personnel Records Center, Annex 1411 Boulder Boulevard Valmeyer, IL 62295-2603 Fax: 618-935-3014
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Form W-2c, Corrected Wage and Tax Statement

General Form W-2c Information

Form W-2c is used by the Postal Service to correct a previously filed Form W-2. The 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.

If you disagree with the Form W-2 tax information provided and you want the tax statement to be reviewed and corrected, you must submit your request in writing.

To request a Form W-2 review (and correcting Form W-2c): Provide employee name, current mailing address, Social Security number and/or Employee ID, year(s) requested, reason for request, and employee signature. Send request as follows: If the first three digits of your Social Security number are... 000-149	Send a written request to.... Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9631
150-277	Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9633
278-427	Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9634
428-541	Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9636
542-999	Attn: Payroll Adjustments W-2 Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9661
To request a Form W-2 review (and correcting Form W-2c) for Relocation or Postal Service payments made under the Annuity Protection Program (APP): Relocation: Provide employee name, current mailing address, Social Security number and/or Employee ID, year(s) requested, reason for request, and employee signature.	Send a written request to.... Corporate Accounting Relocation Unit 475 L'Enfant Plaza SW, Room 8831 Washington, DC 20260-5240
Annuity Protection Program: Provide employee name, current mailing address, Social Security number and/or Employee ID, year(s) requested, reason for request, and employee signature.	Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9621

Requesting a Duplicate Form W-2c

All requests for duplicate Forms W-2c must be submitted in writing.

To request duplicate Forms W-2c (2007 to the present):	Send a written request to...
Provide employee name, current mailing address, Social Security number and/or Employee ID, year(s) requested, and employee signature.	Financial Reporting Section (W-2c) Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9617

IRS Form 1099

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

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

Form 1099-MISC and Form 1099-INT

These forms originate from Accounting Services. View the Payer's name and address in the upper left hand corner of the Form 1099. **Note:** Payer Name and address shows St. Louis, MO for payments made by both San Mateo and St. Louis. Determine the nature of the payments and contact the appropriate Accounting Services group.

Payer's Name: Eagan, MN (Upper Left Hand Corner of Form 1099)

Requests for duplicate copies and questions regarding...	Should be directed to...
Payments to the beneficiaries of deceased employees pertaining to unpaid compensation due the employee: Send a written request. Provide deceased employee's name, Social Security number and/or Employee ID, and date of payment, if known.	Financial Processing Section Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9616
Lump sum payments with no deductions as the result of settlements: Send a written request. Provide name, Social Security number and/or Employee ID, amount of settlement, and date of payment, if known.	Financial Processing Section Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9616
Interest payments (postal employment-related back-pay): Send a written request. Provide name, Social Security number and/or Employee ID, and date of payment, if known.	Financial Processing Section Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121- 9616

Payer's Name: St. Louis, MO (Upper Left Corner of Form 1099)

Requests for duplicate copies and questions regarding...	Should be directed to...
Contract Postal Unit, Vehicle Hire, or Government Services Agency (GSA): Send a written request. Provide name, current address, TIN (Taxpayer Identification Number) or Social Security number, tax year of Form 1099, amount of Form 1099, and problem.	Accounts Payable Branch PO Box 80105 St. Louis, MO 63180- 0105
Uniform Allowance: Send a written request. Provide name, current address, TIN (Taxpayer Identification Number) or Social Security number, tax year of Form 1099, amount of Form 1099, and problem.	Accounts Payable Branch Uniform Allowance PO Box 80106 St. Louis, MO 63180- 0106
Highway Contractor or Rail Contractor: Send a written request. Provide name, current address, TIN (Taxpayer Identification Number) or Social Security number, tax year of Form 1099, amount of Form 1099, 5-digit HCR number, and problem.	Accounts Payable Branch Highway Transportation PO Box 80191 St. Louis, MO 63180- 0191
Air Contractor: Send a written request. Provide name, current address, TIN (Taxpayer Identification Number) or Social Security number, tax year of Form 1099, amount of Form 1099, Carrier Code number, and problem.	Accounts Payable Branch Transportation Section PO Box 80193 St. Louis, MO 63180- 0193
Rents/Leases: Send a written request. Provide name, current address, TIN (Taxpayer Identification Number) or Social Security number, tax year of Form 1099, amount of Form 1099, and problem.	Facility Asset Accounting Section General Accounting Branch PO Box 80471 St. Louis, MO 63180- 0471
Contract Cleaners: Send a written request. Include contract cleaner's TIN (Taxpayer Identification Number) or Social Security number and/or Employee ID, tax year of Form 1099, amount of Form 1099, date of payment (if known), phone number, and problem.	Contract Cleaners Unit San Mateo Accounting Services 2700 Campus Drive San Mateo, CA 94497- 9426

Requests for duplicate copies and questions regarding...	Should be directed to...
All Others: Send a written request. Include service provider's name, TIN (Taxpayer Identification Number), tax year of Form 1099, amount of Form 1099, date of payment (if known), phone number, and problem.	San Mateo Accounting Services Attn: 1099 Research Team 2700 Campus Drive San Mateo, CA 94497-9400

Form 1099-R

Both the Office of Personnel Management (OPM) and Eagan Accounting Services issue Forms 1099-R. The Eagan Accounting Services office issues a Form 1099-R for annuity protection checks, and OPM issues a Form 1099-R for monthly annuity checks. The originating agency should be listed on the Form 1099-R. Determine which agency made the payments before making an inquiry.

Requests for duplicate copies and questions regarding forms issued from...	Should be directed to...
Eagan Accounting Services: Send a written request. Provide name, address, Social Security number and/or Employee ID, tax year for Form 1099, and amount of Form 1099.	Eagan Accounting Services 2825 Lone Oak Parkway Eagan, MN 55121-9621
Office of Personnel Management: Send a written request. Provide name, address, claim number (CSA or CSF) or Social Security number, tax year for Form 1099, and amount of Form 1099.	Office of Personnel Management Retirement Operations Center PO Box 45 Boyers, PA 16017-0045

— Payroll, Controller, 1-9-14

Information Security

Keep It Confidential: Employees Must Safeguard Customer Information



The USPS® Corporate Information Security Office reminds employees to safeguard Personally Identifiable Information (PII) collected from customers for passport and PO Box applications.

PII is information, such as an individual's name, Social Security number, and biometric records, which, alone or in combination with other identifying information (date and place of birth, mother's maiden name, etc.), can be used to trace an individual's identity.

Employees should follow these practices when scanning or copying customer data for passport or PO Box applications:

- Make only the required number of copies needed. Shred copies made in error.
- Make sure there's no PII information on paper recycled and used as a scratch pad. Shred scratch paper with PII.
- Keep all PII documents within the customer's sight when you're making copies. Return original documents to the customer.

The Privacy Act of 1974 includes protections for personal information that agencies maintain in a file, database, or program. Employees have a duty to safeguard and protect PII from unauthorized disclosure that can lead to an information security breach.

For additional information and/or questions, please contact Chris Lind at 202-268-2298 or via email at clind@usps.gov in the Privacy Office.

— Corporate Information Security Office,
Chief Information Officer, 1-9-14

Mailing and Shipping Services

Mail Alert

The mailings below will be deposited in the near future. Offices should process this mail according to applicable service standards with the in-home dates in mind. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Integration at 202-268-3258 at least 1 month preceding the requested delivery dates. The Postal Ser-

vice™ also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at http://ribbs.usps.gov/advance/documents/tech_guides/advtech.pdf or contact the National Customer Support Center at 800-238-3150.

Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
1/13/14–1/16/14	Seventh Avenue	Standard Catalog	5.250	National	3/5 Digit	Quad Graphics
1/13/14–1/16/14	Ashro	Standard Catalog	3.0	National	3/5 Digit	RR Donnelly
1/13/14–1/16/14	Montgomery Ward	Standard Catalog	1.5	National	3/5 Digit	Quad Graphics
1/15/14–1/17/14	jcp — Wk50 Sephora skincare	Standard A/Letter	1.0	National	3/5 Digit	Harte Hanks/RRD

— Business Customer Support and Services, Consumer and Industry Affairs, 1-9-14

Stamp Services

Pictorial Postmarks Announcement

As a community service, the Postal Service™ offers pictorial postmarks to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial postmarks are authorized appears below. The sponsor of the pictorial postmark appears in *italics* under the date. Also provided are illustrations of these postmarks.

People attending these local events may obtain the postmark in person at the temporary Post Office™ station established there. Those who cannot attend the event but who wish to obtain the postmark may submit a mail order request. Pictorial postmarks are available only for the dates indicated, and *requests must be postmarked no later than 30 days following the requested pictorial postmark date.*

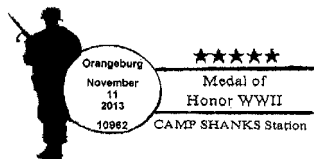
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for postmark may not include

postage issued after the date of the requested postmark. Such items will be returned unserved.

Customers wishing to obtain a postmark 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 Postmarks, followed by the Name of the Station, Address, City, State, ZIP+4® Code, as listed below.

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

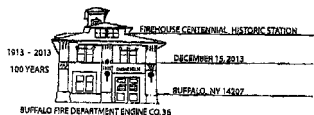
The following pictorial postmark has been extended for 90 days:



November 11, 2013

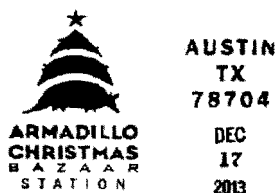
United States Postal Service
Medal of Honor WWII ASHAR Station
26 Orangetown Shopping Center
Orangeburg, NY 10962-9998

The following pictorial postmarks have been extended for 30 days:



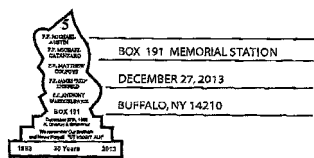
December 15, 2013

Buffalo Fire Department
Firehouse Centennial Historic Station
Postmaster
1200 William Street, Room 200
Buffalo, NY 14240-9998



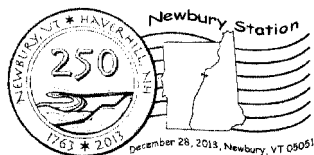
December 17-20, 2013

Armadillo Christmas Bazaar
Armadillo Christmas Bazaar Station
Postmaster
8225 Cross Park Drive
Austin, TX 78710-9998



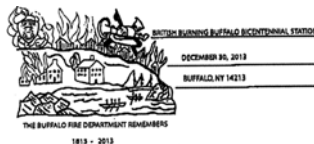
December 27, 2013

Buffalo Fire Department
Box 191 Memorial Station
Postmaster
1200 William Street, Room 200
Buffalo, NY 14240-9998



December 28, 2013

Newbury 250th Committee
Newbury Station
Postmaster
4982 Main Street South
Newbury, VT 05051-9998



December 30, 2013

Buffalo Fire Department
British Burning Buffalo Bicentennial Station
Postmaster
1200 William Street, Room 200
Buffalo, NY 14240-9998



January 1, 2014

Flight 2014, Inc.
St. Petersburg Main Post Office
Postmaster
3135 1st Avenue North
St. Petersburg, FL 33730-9998



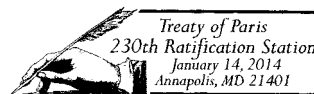
USS GEORGE H. W. BUSH (CVN-77)
5th Anniversary Station

January 10, 2014
Norfolk, VA 23513

January 10, 2014

*Stephen Decatur Chapter
#4, Universal Ship
Cancellation Society*

USS George H. W. Bush 5th
Anniversary Station
Postmaster
PO Box 719
Norfolk, VA 23501-9998



January 14, 2014

*NPS Washington
Rochambeau National
Historic Trail*

Treaty of Paris
Postmaster
PO Box 9998
Annapolis, MD 21401-9998



January 17-19, 2014

Nalcrest Foundation, Inc.
Lake Wales Post Office
Cathy B. Garrett
6 West Park Avenue
Lake Wales, FL 33853-9998

— Stamp Services,
Marketing and Sales, 1-9-14

How to Order the First-Day-of-Issue Digital Color or Traditional Postmarks

Customers have 60 days to obtain the first-day-of-issue postmarks by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, or at The Postal Store® website at www.usps.com/shop.

Traditional Postmarks

Customers should affix the stamps to envelopes of their choice, address them to themselves or others, or provide a self-addressed return envelope with sufficient postage large enough to accommodate the canceled item. Mail the request to the corresponding city of issuance. There is no charge for the first 50 postmarks. There is a 5-cent charge for each additional postmark over 50. Customers should submit a check, money order, or credit card for payment. After applying the first-day-of-issue postmark, the Postal Service™ will return the envelopes to the customer by U.S. Mail.

All postmark requests should go to the first-day-of-issue city. The first-day-of-issue city Post Office will then forward in bulk all postmark requests to Cancellation Services, Stamp Fulfillment Services, PO Box 449992, Kansas City, MO 64144-9992 by respective Post Offices.

Digital Color Postmarks

Only select stamp issues offer a digital color postmark. Customers may submit #6 or #10 envelopes constructed of paper rated as "laser safe." The Postal Service recommends envelopes of 80-pound Accent Opaque, acid-free, 9/16" side seams with no glue on the flap. The maximum

size of all digital color postmarks is 2" high x 4" long. Allow sufficient space on the envelope to accommodate the postmark. Do not use self-adhesive labels for addresses on the envelope. Two test envelopes must be included. There is a minimum of 10 envelopes at 50 cents per postmark required at the time of servicing. Customers should submit a check, money order, or credit card for payment.

The Postal Service reserves the right to not accept hand-painted and other cachet envelopes that are not compatible with our digital color postmark equipment. The Postal Service also reserves the right to substitute traditional black rubber postmarks if use of nonspecified envelopes results in poor image quality or damage to equipment.

Customers should affix the stamps to the envelopes and address them to themselves or others for return through the mail. Or, they may include an additional self-addressed return envelope, large enough to accommodate their canceled items, with sufficient postage affixed for return of their postmarked items. Mail the request for a first-day-of-issue digital color postmark to the corresponding city of issuance. Post Offices will then forward all customer requests for digital color postmarks to Cancellation Services, Stamp Fulfillment Services, PO Box 449992, Kansas City, MO 64144-9992.

After applying the first-day-of-issue postmark, the Postal Service will return the envelopes to the customer by U.S. Mail.



Digital Color Pictorial

Gingerbread House Stamps

Postmaster

380 W. 33rd Street, Rm. 4032
New York, NY 10199-9998

January 6, 2014



Digital Color Pictorial

Medal of Honor Stamps

Special Cancellations

PO Box 92282
Washington, DC 20090-2282

January 11, 2014



Black and White Pictorial

Medal of Honor Stamps

Special Cancellations

PO Box 92282
Washington, DC 20090-2282

January 11, 2014



Digital Color Pictorial

Hanukkah Stamp

Postmaster

380 W. 33rd Street, Rm. 4032
New York, NY 10199-9998

January 19, 2014



Digital Color Pictorial

Kwanzaa Stamp

Retail Manager

3190 S. 70th Street
Philadelphia, PA 19153-9998

January 26, 2014



Digital Color Pictorial

Lunar New Year: Year of the Horse Stamp

Chinatown Station

867 Stockton Street
San Francisco, CA 94108-9998

March 15, 2014

Supply Management

USPS Headquarters Managers and Field Installation Heads: February 2014 Semi-Annual Capital Property Review

The next Semi-Annual Capital Property Review is scheduled to begin on February 3, 2014; the completion deadline is February 18, 2014. The list of items to be verified by the selected finance numbers will be sent by National Materials Customer Service from the "NMCS Autoreply" email account during the week of February 3, 2014.

The Semi-Annual Capital Property Reviews are a Sarbanes-Oxley (SOX) requirement. A list of finance numbers that receive a Semi-Annual Capital Property Certification Report, but do not submit the report on time, will be provided to senior management.

As needed, the Asset Accountability Service Centers (AASCs) will be contacting Headquarters, area, district, and

local management to verify the points of contact for the upcoming February 2014 Semi-Annual Capital Property Review. Instructions for completing the Semi-Annual Capital Property Review will be available via a web link included in the email from NMCS Autoreply. The AASCs are also available to provide support and training upon request. Handbook AS-701, *Material Management*, is under revision; instructions and guidelines provided by the AASCs supersede Handbook AS-701, where there are conflicts.

— *Asset Management Performance and Accountability,
Supply Management, 1-9-14*



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

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

LET THE RETURNS BEGIN!



Ship it. Return it.
Track it. With USPS®.