



Application and Authorization to Mail

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Nonprofit Standard Mail



Nonprofit Standard Mail Application and Authorization to Mail



Agenda

- Background
- Who's eligible, who's not
- How to apply for Nonprofit Standard Mail prices
- Requirements to mail
- Resources
- Questions

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POLITICAL COMMITTEES


Background

- Nonprofit Standard Mail prices
- 1951 authorized by Congress
- Designated the categories of organizations eligible to be authorized to mail at those prices

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Background

- In 1978 Congress authorized Nonprofit Standard Mail prices for Qualified Political Committees (QPCs)
- In 1993, Voting Registration Officials were added to the list of those eligible to be authorized to mail at the Nonprofit Standard Mail prices as part of the National Voter Registration Act


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DBA or AKA Applications

- Eligible organizations may apply for authorization to mail at the Nonprofit Standard Mail prices using a Doing Business As (DBA) or Also Known As (AKA) under specified conditions


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General Standards

- Qualified Mailings
 - The mailing is comprised of Standard Mail matter only, e.g., printed matter weighing less than 16 ounces

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General Standards

- Qualified Mailings
 - The mailing meets the standards for presorted Standard Mail – i.e., it contains at least 200 pieces or 50 pounds of addressed mail presorted according to USPS standards in the Domestic Mail Manual

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Who is eligible

- Fraternal
- Labor
- Philanthropic (charitable)
- Religious
- Scientific
- Agricultural
- Veterans
- Educational
- Qualified Political Committees
- Voter Registration Officials


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Who is not eligible

- Automobile Clubs
- Business Leagues
- Chambers of Commerce
- Citizens' and Civic Improvement Associations
- Individuals


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Who is not eligible

- Mutual Insurance Associations
- Political Organizations (other than Qualified Political Committees)
- Service Clubs (Kiwanis, Lions, Optimist, Rotary)
- Social and Hobby Clubs
- Trade Associations

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Form PS 3624

- Evidence to Submit with form
- Nonprofit Status
 - Copy of letter of exemption from payment of federal income tax issued by Internal Revenue Service
 - Financial statement prepared by an independent party such as a CPA

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Form PS 3624

- Local office/BMEU reviews and sends application to Pricing and Classification Service Center (PCSC) in New York, NY
 - Process takes about 2 weeks
 - If the application is approved, the difference in postage between the regular Standard Mail prices and nonprofit prices is refunded.


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Denied Applications

- Appeal Process
 - Pricing & Classification Service Center
 - Written decision with reason for denial
 - Applicant
 - Written appeal through Postmaster within 15 days of receipt of the decision
 - Manager, Product Classification
 - Final agency decision on the appeal


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- Once an organization is authorized, it may mail at Nonprofit Standard Mail prices at any Post Office location that accepts presorted mailings
- The Postal Service will issue a national Nonprofit Standard Mail authorization number to each organization authorized to mail at the Nonprofit Standard Mail prices
- Authorized organizations must display this number in the appropriate space on each postage statement that accompanies a mailing at Nonprofit Standard Mail Prices


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- Any organization wishing to mail at a non-PostalOne! Post Office location must file Form 3623, Request for Confirmation of Authorization (or Pending Authorization) with the postmaster prior to any mailings


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Mailing Frequency

- Revocation for Non-use
 - The organization must make at least one mailing at the Nonprofit Standard Mail prices during a 2-year period to avoid revocation for non-use

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Postal Customer Council
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Resources

- Pricing and Classification Service Center
- Customer Support Rulings (CSRs)
- Publication 417
- DMM online via Postal Explorer at <http://pe.usps.gov>
- DMM 703


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Thank You

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