

United States Postal Service  
**Postage Statement for Global Direct —  
 Canada Publications Mail (Permit Imprint)**

Post Office Note Mail Arrival Time

(Mailer: Complete all items by typewriter, pen or indelible pencil.  
 Prepare in duplicate if you need a receipt.)

<b>Mailer/Mailing Agent Information</b>	1. Post Office of Mailing	2. Mailing Date	3. Statement Sequence No.	4. Receipt Number	5. <input type="checkbox"/> Check Here if Mailing Under an ICM Agreement	
	6. Permit Number	7. Customer Agreement No.	8. CAPS Reference No.	9. Container Quantity _____ Sacks _____ Pallets		
	10. Address Accuracy Rate (Statement of Accuracy Attached) _____ %	11. Delivery Mode Audit Code (LCP Only)	12. Single-Piece Weight	13. Total Pieces	14. Total Weight (lbs.) (Less Tare)	15. Total Tare Weight (lbs.)
	16. Mailer's Name and Address (Include ZIP Code)  <input type="checkbox"/> Check if Permit Holder			17. Mailing Agent's Name and Address (Include ZIP Code)  <input type="checkbox"/> Check if Permit Holder		

**Publication Mail Postage**

Mail Preparation Option Sortation Information		18. Total Weight	19. Total No. of Copies	20. Rate per Copy	21. Postage (20 x 21)
NDG					
LCP	Delivery Mode Direct				
	Delivery Facility				
	Distribution Center Facility				
	Residue				
22. Totals					\$

**Excess Weight Postage - If Applicable** (If LCP over 7.04 oz. - 0.44lb. or, if NDG over 3.52 oz. - 0.22lb.)

23. Total Weight of Mailing in Pounds (From Column 18)		lbs.	
24. LCP Base Allowance Weight (Pieces [From Column 19] x 0.44 lbs.)		lbs.	
25. NDG Base Allowance Weight (Pieces [From Column 19] x 0.22 lbs.)		lbs.	
26. Total Pounds Subject to Additional Charge (Line 23 – Line 24 or Line 25)		lbs.	
27. Rate per Pound (Enter rate)		\$	
28. Excess Weight Postage (Line 26 x Line 27)		\$	▶
29. Additional Postage Payment (If applicable)		\$	▶
30. Combined Total Postage (Line 22 + Line 28 + Line 29)		\$	▶

**Certification**

The signature of a mailer or its agent certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer and both the mailer and the agent will be liable for and agree to pay any deficiencies.) The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802). **I hereby certify that all information furnished on this form is accurate and truthful, that the mailing does not contain any dangerous articles prohibited by postal regulations, and that the material presented qualifies for the rates of postage claimed.**

Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)				Telephone Number
Weight of a Single Piece _____ lbs.	Are the figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No		Round Stamp (Required)	
Total Pieces	If "Yes," Reason			
Total Weight	Total Tare Weight			
Total Postage	Date Mailer Notified	Contact	By (Initials)	
I CERTIFY that this mailing has been inspected concerning: (1) eligibility for the rate of postage claimed; (2) proper preparation (and presort where required); and (3) proper completion of the postage statement.		Signature of Weigher	Time	AM PM

# Instructions

---

## Mailer/Mailing Agent Information

1. Enter the city, state, and ZIP Code of the post office of mailing.
2. Enter the date the mail is presented to the post office.
3. Reserved for use by the mailer.
4. Self-explanatory.
5. If the mailing is tendered under the terms of an International Customized Mail agreement, check the box. Otherwise, leave blank.
6. Enter the permit number.
7. Enter the Global Direct Customer ID number assigned on Form 3681, Global Direct Service Agreement.
8. Enter the CAPS Customer Service Number, if applicable.
9. Enter the total number of containers (sacks or pallets) in the mailing.
10. Enter the Address Accuracy rate as shown on the Statement of Accuracy (SOA) produced by Canada Post recognized software. Attach the SOA to this statement.
11. Enter the current Delivery Mode Code, if using the LCP rates.
12. Enter the weight of the mail piece in pounds to four decimal places. For example, 0.1235 lbs.
13. Enter the total number of pieces of the mailing.
14. Enter the total weight of the mail. Do not include the weight of equipment.
15. Enter the weight of mail equipment.
- 16 -17. Enter mailer and agent information and indicate which party is the permit holder.

## Postage Calculations

18. Enter total weight per sortation level. NOTE: All weights are expressed to 4 decimal places.
19. Enter total number of copies.
20. Enter applicable per piece postage. (Refer to rate chart in IMM 613.31.)
21. Multiply total number of pieces by per piece rate to determine postage (Col. 19 x 20).
22. Enter total postage.

**NOTE:** Additional postage required for items if LCP over 7.044 oz. [0.444 lb.] or, if NDG over 3.oz. [0.22lb.]

**Excess Weight Postage-if applicable** (If LCP over 7.04 oz. - 0.44lb. or, if NDG over 3.52 oz. - 0.22lb.) The entire mailbag must contain either LCP or NDG. They cannot be combined.

23. Enter total weight in pounds expressed to 4 decimal places. (Amount from Column 18.)
24. Enter base LCP allowance weight, if applicable. (Total pieces Column 19 x 0.44 lbs.)
25. Enter base NDG allowance weight, if applicable. (Total pieces Column 19 x 0.22 lbs.)
26. Enter pounds subject to additional charge. (Subtract line 24 or line 25 from line 23.)
27. Enter applicable rate per pound.
28. Enter **Excess Weight Postage**.
29. Enter Additional Postage Payment (if applicable).
30. Enter **Combined Total Postage** (22 + 28 + 29).

**Certification** - Self explanatory.