

## Privacy Act Statement










 refund will not be considered.

## Refund Requested For:

Refund Stamps and Fees (GLA/AIC 553)

## Post Office PVI Error

(Attach spoiled/misprinted PVI label to this form.)Delivery Confirmation
(After 30 days)
Refund of Special Service Fees (Service not rendered)
Spoiled/Unused Printed Customer Meter Postage (GLA/AIC 526) (Legible postage meter stamps must be submitted to USPS.)Permit Postage and Fees (GLA/AIC 528)
(Damaged printed mailing, refund of annual fee, overcharges of per-cancelled stamps.)Refund of Fees and Retail Services (GLA/AIC 535) (PO Box keys and service fees)

Postal Related Products (GLA/AIC 608) (e.g., merchandise)

Express Mail Refunds (GLA/AIC 676)
(Postage and fees for service failure or not rendered)Refund from Advance Deposit Account (GLA/AIC___) Customer Account Number: _)

Close Account (Full Refund)
Partial Refund (Active Account)
Account Balance After Refund:
(Customer's request letter must be on file.)
Sure Money Refund Principal \& Fee (GLA/AICs 645 \& 646)
Other Refunds:
Explanation:

Value Added Services (GLA/AIC 541) -- Refunds to mailing agents that perform value added service and submit mail at discounted rates. This refund will require the Customer Tax Identification Number (TIN.)

Customer TIN\#


TIN is used to enable electronic payment to agent's bank account number. (For VAR Mailings.)

## Part 2 - Verification of Refund (This area is for Official use only)



Post Office ZIP $+4^{\circledR}$


## Part 3 - Postage or Meter Stamps (Excluding PC Postage ${ }^{\text {TM }}$ ) <br> (Group and list postage units or value)

The customer's meter must be licensed at the refunding office, and complete, legible, and valid unused meter stamps must be submitted by the licensee within 60 days from the dates shown on the indicia. Those produced by PC Postage systems are not refundable at the window.
Charges are assessed at $10 \%$ off the face value of the indicia, if the total is $\$ 350$ or less. If the total face value is more than $\$ 350$, a charge of $\$ 35$ per hour is assessed for the actual hours to process the refund; the minimum charge is $\$ 35$.

| Meter Manufacturer |  |  |
| :---: | :---: | :---: |
| Meter Serial No. |  |  |
| Meter License |  |  |
| Number of Pieces | Amount Each | Postage Value |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Postage | ace Value | \$ |
| Less Charges (10\% of face va over \$350. Min | or $\$ 35$ per hour if um charge is \$35) | - |
| Total to be Refunded |  | \$ |

Post offices must destroy customer meter stamps to prevent reuse.
The manager and a witness must sign to certify that the meter impressions listed above were destroyed.

| Supervisor/Manager Signature | Date |
| :--- | :--- |
| Witness Signature |  |

Part 4 - Special Service and Other Refunds
(Note: Fees for registered, insured, and COD services are not ordinarily refundable.)
Completely explain the reason for requested refund:

Amount of Refund to Which Claimant is Entitled (In accordance with USPS policy)

## Part 5 - Receipt for Local Refund (\$500.00 or less)

a) If cash refund, obtain payee's signature below; if postal check or money order refund, enter check/money order number below.
b) Local refund, do not submit PS Form 3533 to Scanning and Imaging Center.
c) Ensure the proper accounting entries are performed on the Unit 1412.

| Payee Signature or Check/Money Order No.: | Date |
| :--- | :--- |

Part 6 - Refund Processed at Shared Services (\$500.01 or more)
a) Ensure the proper accounting entries are performed on the Unit 1412; enter the authorized refund amount into the correct "Refund AIC" and offset to AIC 280, Disbursement Sent to Shared Services/Accounting.
b) Forward completed PS Form 3533 with certifying and witness signatures to the following address:

## SCANNING AND IMAGING CENTER UNITED STATES POSTAL SERVICE PO BOX 9000 SIOUX FALLS SD 57117-9000

c) Customer will receive a USPS commercial check in the mail.

