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## Application to Mail at Nonprofit Standard Mail Prices Instructions

Please complete the attached application and email it along with the required supporting paperwork (PDF format). Approval can take up to 5 weeks, so please send in the completed application and documentation as soon as possible. Please contact Amy if you have questions.

- Page one, #2 & #3 a street address must be listed (no PO Boxes).
- Page one, #4 & #5 if the address listed first is not the same address as **the return address on your mail piece than that address must be listed here** (can be a PO Box).
- Page one, #8 be sure to include your email address. Note, the USPS does not recognize .TV or .CHURCH emails as valid, please provide an alternative email if this is the case.
- Page one, item #11 – one of the following **must** be submitted. Any one of the following documentation is acceptable for evidence of Nonprofit status:
  - A copy of the Internal Revenue Service (IRS) tax exemption letter, which states the 501(c) section of the IRS code under which your organization is exempt from federal income tax.
  - In the event if your organization is group exempt, in addition to the IRS group exemption letter, please provide a letter from your parent organization stating that you are a subordinate and in good standing.
  - If an IRS letter is not available, a detailed financial audit prepared by a CPA (Certified Public Accountant) or other independent auditor is acceptable. The auditor must state, in their opinion, that your organization is operating as a Nonprofit organization and specify the 501(c) section of the IRS code.
  - A detailed financial statement that minimally includes a balance sheet and a listing of income and expenses, profit and loss for the previous 12 months. Bank statements and tax returns are not acceptable.
  - A copy of the signed and dated IRS Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, which was filed with the IRS.
  - Please **do not submit** your State Tax Exempt Letter (EIN#) or Bank Statements
- For the checklist, here are the best items to submit
  - IRS 501(c)(3) exemption letter (or financial statements/audit)
  - Articles of Incorporation
  - Bylaws
  - Bulletin (This must include your legal name, meeting location, days, and times. As well as a website, mailing address that will be your return address, and phone number. We prefer that you submit a design of your mail piece for this. It does not need to be the final version).

Have any questions on this form? Contact Amy Ambrose: 419-725-6245 or Amy@MailWorksii.com



# Application to Mail at Nonprofit USPS Marketing Mail Prices

Application Number:

## Section A - Application (Please read section B on page 2 before completion.)

### Part 1 (For completion by applicant)

- All information entered below must be legible so that our records will show the correct information about your organization.
- The complete name of the organization must be shown in item 1. The name shown must agree with the name that appears on all documents submitted to support this application.
- A complete address representing a physical location for the organization must be shown in item 2. If you receive mail through a Post Office™ box, show your street address first and use alternate address for the box.
- The applicant named in item 7 must be the individual submitting the application for the organization and must be a responsible official of the organization. Printers and mailing agents may not sign for the organization.
- No additional organization categories may be added in item 9. To be eligible for the Nonprofit USPS Marketing Mail prices, the organization must qualify as one of the types listed.
- The applicant must sign the application in item 15.
- The application must be submitted to the Post Office in item 14 and on the date shown in item 17.

**No application fee is required.** (All information must be complete and typewritten or printed legibly.)

1. Complete Name of Organization (If voting registration official, include title)

2. Street Address of Organization (Include apartment or suite number)

3. City, State, ZIP+4® Code

4. Alternate Mailing Address

5. Alternate City, State, ZIP+4® Code

6. Telephone (Include area code)

7. Name of Applicant (Must represent applying organization)

8. Email Address

9. Type of Organization (Check only one)

- (01) Religious   
  (02) Educational   
  (03) Scientific   
  (04) Philanthropic   
  (05) Agricultural   
  (06) Labor   
  (07) Veterans   
  (08) Fraternal   
  (09) Qualified political committee (Go to item 12)   
  (10) Voting registration official (Go to item 12)

Not all nonprofit organizations are eligible for the Nonprofit USPS Marketing Mail prices. Domestic Mail Manual® 703.1 lists certain organizations (such as business leagues, chambers of commerce, civic improvement associations, social and hobby clubs, governmental bodies, and others) that, although nonprofit, do not qualify for the Nonprofit USPS Marketing Mail prices.

10. Is this a for-profit organization or does any of the net income inure to the benefit of any private stockholder or individual?  Yes  No

12. Has this organization previously mailed at the Nonprofit USPS Marketing Mail prices? (If 'Yes,' list the Post Office locations where mailings were most recently deposited at these prices and provide the nonprofit authorization number, if known.)  Yes  No

11. Is this organization exempt from federal income tax? (If 'Yes,' attach a copy of the exemption issued by the Internal Revenue Service (IRS) that shows the section of the IRS code under which the organization is exempt. **Required if exempt. Do not submit State tax exemption information.**)  Yes  No  
Has the IRS denied or revoked the organization's federal tax exempt status? (If 'Yes,' attach a copy of the IRS ruling to this PS Form 3624.)  Yes  No

13. Has your organization had Nonprofit USPS Marketing Mail privileges denied or revoked? (If 'Yes,' list the Post Office (city and state) where the application was denied or authorization was revoked and provide the nonprofit authorization number, if known.)  Yes  No

From your IRS exemption letter, check off the box corresponding to the section under which the organization is exempt:

- 501(c)(3)     501(c)(5)  
 501(c)(8)     501(c)(19)  
 Other 501(c) (\_\_\_\_) (See statement in item 9 above)

14. Post Office (not a station or branch) where authorization requested and bulk mailings will be made (City, state, ZIP Code™).

I certify that the statements made by me are true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties). I further understand that, if this

application is approved, a postage refund for the difference between the regular USPS Marketing Mail and Nonprofit USPS Marketing Mail prices may be made for only mailings entered at regular USPS Marketing Mail prices at the Post Office identified above while this application is pending, provided that the conditions set forth in Domestic Mail Manual 703.1 and 703.1.9 are met.

15. Signature of Applicant

16. Title

17. Date

### Part 2 (For completion by postmaster at originating office when application filed)

1. Signature of Postmaster (Or designated representative)

2. Date Application Filed With Post Office (Round stamp)

## Section B—General Information

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### Organization Eligibility

The Nonprofit USPS Marketing Mail prices may be granted only to:

1. The eight categories (01 through 08) of nonprofit organizations specified on page 1 in section A, item 9.
2. Qualified political committees (category 09), including the national and state committees of political parties as well as certain named congressional committees.
3. Voting registration officials (category 10), including local, state, and District of Columbia voting registration officials.

These organizations are defined in *Domestic Mail Manual* (DMM®) 703.1, available for review at [pe.usps.com](http://pe.usps.com).

To qualify, a nonprofit organization must be both **organized** and **operated** for a **primary** purpose that is consistent with one of the types of organizations in DMM 703.1. Organizations that **incidentally** engage in qualifying activities do not qualify for the Nonprofit USPS Marketing Mail prices.

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### Application Procedures

1. Only organizations may apply. Individuals may not apply (except voting registration officials).
  2. Only the **one** category in item 9 that best describes the **primary purpose** of the organization may be checked.
  3. The application must be **signed** by someone in authority in the organization, such as the president or treasurer. It must not be signed by a printer or mailing agent.
  4. The completed PS Form 3624 must be submitted to the Post Office where Nonprofit USPS Marketing Mail mailings will be deposited. If the application is approved, the authorization will apply nationwide. Use PS Form 3623, *Request for Confirmation of Authorization (or Pending Application) to Mail at Nonprofit USPS Marketing Mail Prices*, to deposit at a Post Office location that does participate in *PostalOne!*.
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### Supporting Documentation

The documents listed in 1 and 2 below must be submitted with the completed applications for nonprofit organizations. The documents listed in 3 must be submitted for qualified political committees and, in 4, for voting registration officials.

1. Evidence that the organization is **nonprofit** and that none of its net income inures to the benefit of any private stockholder or individual. Acceptable evidence includes:
    - An Internal Revenue Service (IRS) letter of exemption from payment of federal income tax.
    - If an IRS exemption letter is not available, a complete financial statement from an independent auditor (such as a certified public accountant) substantiating that the organization is nonprofit. A statement from a member of the organization is not sufficient. (*Do not submit State tax exemption information.*)
  2. Documents describing the organization's **primary purpose**, such as:
    - Organizing instruments that state the purpose for which the group is organized, such as the constitution, articles of incorporation, articles of association, or trust indenture. The organizing instrument, including all amendments to the original, should bear the seal, certification, or signature of the Secretary of State or other appropriate state official. If one or more of these documents are not sealed, certified, or signed by state officials, an officer or other person authorized to sign for the applicant should submit a written declaration certifying that the documents are complete and accurate copies of the originals.
    - Materials showing how the organization actually **operated** during the previous 6 to 12 months and how it will operate in the future. Bulletins, financial statements, membership forms, publications produced by the organization, minutes of meetings, or a list of its activities may be used.
  3. For qualified political committees (category 09), organizational or other documents substantiating that the applicant is the state or national committee of the political party.
  4. For voting registration officials (category 10), a copy of the statute, ordinance, or other authority establishing responsibility for voter registration.
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### Mail Eligibility

An organization authorized to mail at the Nonprofit USPS Marketing Mail prices may mail only **its own matter** at those prices. It may not delegate or lend the use of its Nonprofit USPS Marketing Mail authorization to any other person or organization. Cooperative mailings may be made at the Nonprofit USPS Marketing Mail prices **only** if **each** of the cooperating organizations is individually authorized to mail at those prices.

DMM 703.1 discusses the specific restrictions against the mailing of certain advertising materials and products.

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# Postal Service™ Checklist for PS Form 3624, Application to Mail at Nonprofit USPS Marketing Mail Prices

Name of Organization

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The organization above provided the following evidence of eligibility for Nonprofit USPS Marketing Mail prices.

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1. Nonprofit Status (*Select at least one*)

- IRS letter of exemption from payment of federal income tax
- Financial statement prepared by an independent auditor substantiating organization's nonprofit status (statement must include balance sheets, notes, etc.)
- Place of Worship

2. Organization (*One complete copy; check all that apply. Must select at least one.*)

- Articles of Incorporation       Articles of Association       Charter       Constitution
- Enabling Legislation       Trust Indenture       Other (*Explain*):

3. Operation (*Several samples of each; check types of information included with application*)

- Bulletins       Brochures       Financial statements       Listing of activities for past 6 to 12 months
- Membership applications       Minutes of meetings       Newsletters
- Organizational or other documents substantiating that the applicant is the state or national committee of the political party
- A copy of the statute, ordinance or other authority establishing responsibility for voter registration
- Other (*Explain*):

The name on all the documents presented as evidence must match the name on the application. If they do not match, please explain.

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Postmaster: *PostalOne!* offices must enter the information from the application into the *PostalOne!* system.

Non-*PostalOne!* offices must mail the application and documentation to the Pricing and Classification Service Center.

I certify that the applicant has completed all the items on the application and that each item is legible.

Signature of Postmaster ( <i>Or designated representative</i> )	Date
Telephone ( <i>Include area code</i> )	Post Office ( <i>City, state, ZIP Code™</i> )
Date Application Returned to Organization for Correction	Date Application and Documentation Sent to Pricing and Classification Service Center