

FISD Bulk Mail Postage



Significant funds can be saved by mailing in bulk. If a FISD employee wants to mail in bulk (usually more than 200 like pieces), they can do so by filling out the proper bulk mail forms (see below) and checking with the Business Office to ensure there are funds in the account at the post office.

If payment is by funds in the FISD account, please return Post Office receipt to the Accounts Payable office. If payment is to be made by Activity Fund, take a check in the proper amount when taking mail to Post Office.

Person who uses the bulk mail will complete the form the best they can. All 78624 zip codes should be bundled and all other zip codes in another bundle. They can then get the items to the FISD mail carrier or they can take it to the post office themselves.

Whoever takes the items to the post office will need to bring a receipt back to the Business Office. Business Office will journal entry the charge from the Business Office to the department/school who mailed the items.

What qualifies as bulk mail?

The definition of Bulk Mail is not very clear.

- Bulk mail saturation – such as community ed newspapers that are addressed to the current resident.
- Bulk mail letters – such as the very same info to each student. Example would be the school report card or welcome back to school registration or general band information.

Each letter can have an individual address, but the content inside must be the exact same.

Note that items such as individual report cards or individual letters which have a form, but different info on the form, cannot be sent as bulk mail according to the USPS.

<http://pe.usps.com/BusinessMail101/Index>

The screenshot shows a web browser window with the URL <http://pe.usps.com/BusinessMail101/Index>. The page title is "USPS.COM Postal Explorer". The navigation bar includes "PE Tools", "Publications", "Business Solutions", "Archives", and "Help". A search bar is present. The main content area is titled "Business Mail 101" and includes a sidebar with a table of contents: Introduction, Getting Started, Prices, Classes of Mail, Mail Characteristics, Addressing, Paying Postage, Sorting Your Mail, To the Post Office, Checklist, Resources, Glossary, and Contact Us. The main text area is titled "Welcome to Business Mail 101!" and contains introductory text and links for "Getting Started", "What is Bulk Mail?", "Advantages of Bulk Mail", "Helping You Mail", and "International Mail".

Form

Following is a graphic of the form. It is 3602-N1. In your search engine, type in USPS 3602-N1. The latest non-profit form will come up. At this time it does not appear to be fillable.

Permit Holders Name and Address
 Fredericksburg ISD
 234 Friendship Lane
 Fredericksburg, TX 78624
 FISSD postage permit (PI 192)

(Account number is 1846474 if needed)

United States Postal Service
Postage Statement—Nonprofit USPS Marketing Mail

Post Office: Note Mail Arrival Date & Time (Do Not Round-Stamp)

Mailer	Permit Holder Name, Address, Email, Telephone		Mailing Agent (If other than permit holder) Name, Address, Telephone		Mail Owner (If other than permit holder) Name, Address	
	USPS Nonprofit Auth. No. _____ CAPS Cust. Ref. No. _____ CRID _____		CRID _____		USPS Nonprofit Auth. No. _____ CRID _____	
Mailing	Post Office of Mailing _____		Mailing Date _____		Federal Agency Cost Code _____ Statement Seq. No. _____	
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered		Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Marketing Parcels <input type="checkbox"/> Parcels—Machinable <input type="checkbox"/> Parcels—Irregular <input type="checkbox"/> CMM <input type="checkbox"/> Catalogs		Total # of Pieces in Mailing _____ Total Weight _____ Weight of a Single Piece _____ pounds	
	For Mail Enclosed within Another Class <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Periodicals <input type="checkbox"/> Media Mail		Move Update Method <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> NCOALink <input type="checkbox"/> ACS <input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> OneCode ACS <input type="checkbox"/> n/a Alternative Address Format		SSF Transaction # _____ Permit # _____ <input type="checkbox"/> Mailpiece is a product sample _____ % Samples	
	<input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk.		<input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk.		For Automation Pieces, Enter Date of Address Matching and Coding _____/_____/_____ For Carrier Route Pieces, Enter Date of Address Matching and Coding _____/_____/_____ For Carrier Route Price Pieces, Enter Date of Carrier Route Sequencing _____/_____/_____ For Pieces Bearing a Simplified Address Enter Date of Delivery Statistics File or Alternative Method _____/_____/_____	
Parts Completed (Select all that apply): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> L <input type="checkbox"/> S <input type="checkbox"/> NSA						
1						Subtotal Postage (Add parts totals)

Business Office Notes

- FISSD permit number is \$192
- The fees are approximately \$250 a year and paid in May. It is charged to 199-41-6499-00-750-x99. This fee can be paid by credit card on line on the USPS site <https://gateway.usps.com/eAdmin/action/homepage>
- To put postage in the account, a check must be provided to the USPS and they will increase the amount on this permit. Generally, we spend about \$5,000 a year in bulk postage which is mainly from the Community Ed Department who mails in August, December, and May usually.
- Each time postage is used, the user is to provide the receipt to the business office and the postage is reclassified from 199-41-6399-01-750-x99 to the appropriate account.