



Postage Statement Register for Penalty Mail

(a) Name of Post Office					(b) Name of Station or Branch					(c) Finance No.				(d) ZIP Code			

(e) Date of Mailing	(f) Register No.	(g) Permit No.	(h) Form Used	(i) Total Postage	(e) Date of Mailing	(f) Register No.	(g) Permit No.	(h) Form Used	(i) Total Postage
1.					29.				
2.					30.				
3.					31.				
4.					32.				
5.					33.				
6.					34.				
7.					35.				
8.					36.				
9.					37.				
10.					38.				
11.					39.				
12.					40.				
13.					41.				
14.					42.				
15.					43.				
16.					44.				
17.					45.				
18.					46.				
19.					47.				
20.					48.				
21.					49.				
22.					50.				
23.					51.				
24.					52.				
25.					53.				
26.					54.				
27.					55.				
28.					56.				

Instructions

General

This register is to be maintained at the business mail entry unit (BMEU) for all penalty mailings (U.S. government agency mail which is authorized to be sent without prepayment of postage) requiring a postage statement (see Handbook DM-103, *Official Mail*). This register is to be completed after the mailing has been verified and accepted.

Completion Instructions

Item

- a - Enter the name of the post office accepting the penalty mailing.
- b - Enter the name of the station or branch accepting the penalty mailing.
- c - Enter the finance number of the post office accepting the penalty mailing.
- d - Enter the ZIP Code of the post office where the penalty mail postage statements are kept on file.
- e - Enter the date the mailing is accepted by the post office.
- f - Enter the next consecutive register number (starting a new series at the beginning of each fiscal year — for example, 97-1, 97-2).
- g - Enter the permit number for the mailing.
- h - Enter the postage statement form used for the mailing (for example, 3541-R, 3600-R, or 3602-PR).
- i - Enter the total postage for the mailing from the postage statement.

NOTE: Write the assigned register number on the upper right border of the postage statement.