



Centralized Postage Payment (CPP) System for Periodicals Mail

Handbook DM-110

December 2000
Transmittal Letter

- A. Explanation.** This handbook defines the organizational responsibilities and reporting structures for the centralized postage payment (CPP) system for Periodicals mail. It is designed for use by postal employees in business mail entry and by other personnel who have responsibilities for ensuring the proper collection of postage for Periodicals mail submitted under the CPP system.
- B. Availability.** This publication is accessible on the corporate intranet at <http://blue.usps.gov> (click on "Information," then "Policies and Procedures," then "Handbook," then either "By Document ID Number" or "By Title," and then scroll down to Handbook DM-110).
- C. Comments on Content.** Send comments and suggestions about the content of this handbook to the following address:
- MANAGER
BUSINESS MAIL ACCEPTANCE
US POSTAL SERVICE
1735 N LYNN ST 3RD FLOOR
ARLINGTON VA 22209-6030
- D. Effective Date.** This handbook is effective December 2000.

A handwritten signature in black ink that reads "Michele Denny".

Michele Denny
Manager
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1 System Overview

1-1 General

The centralized postage payment (CPP) system offers publishers of Periodicals publications the opportunity to pay postage and be billed at a single designated post office (DPO), which for the CPP system is the New York Rates and Classification Service Center (NYRCSC). This handbook is designed to be used as a guide by postal personnel who have responsibility for applying the requirements in the *Domestic Mail Manual* (DMM) and other postal documents that concern the proper acceptance and postage payment of Periodicals mail submitted under the CPP system.

1-2 Postal Service Participants

The postal participants in the CPP system are the following:

- a. The NYRCSC (which is the DPO for the CPP system).
- b. The post office detached mail unit (DMU) serving the printer's/mailer's plant.
- c. The destination entry post office for plant-verified drop shipments (PVDS).
- d. The original entry post office.
- e. The additional entry post office(s), if applicable.

1-3 New York Rates and Classification Service Center

The NYRCSC acts as the DPO for the CPP system. The NYRCSC authorizes the publisher of a Periodicals publication to pay postage under the CPP system, and it ensures that the implementation and administration of the authorization meets all CPP system requirements. (See 2-2 for specifics on the CPP application and authorization procedures.) The NYRCSC has primary responsibility for CPP system administration and postage collection

for all Periodicals publications in this program. Contact information for the NYRCSC is as follows:

NEW YORK RATES AND CLASSIFICATION SERVICE CENTER
CPP BILLING UNIT
1250 BROADWAY 14TH FL
NEW YORK NY 10095-9599

TELEPHONE: 212-613-8676

FAX: 212-613-8752

1-4 DMU Serving the Printer's/Mailer's Plant

The postmaster of the post office serving the printer's/mailer's plant is responsible for establishing and staffing a DMU with trained, qualified employees, and is responsible for verifying mail using PVDS procedures under the CPP system. This post office must be authorized as an additional entry for the Periodicals publication. This may also be a post office where mail is entered for processing.

1-5 Destination Entry Post Office

The destination entry post office is a post office that, under the PVDS program, receives Periodicals publications transported by the mailer for entry into that office using an applicable destination entry rate.

The Postal Service does not collect postage or require presort verification at the destination entry post office. The destination entry post office is responsible for verifying that the actual container amount matches the stated container amount as recorded on one of the following forms, as applicable to the requirements of the shipment:

- a. PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*.
- b. PS Form 8125-C, *Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance*.
- c. PS Form 8125-CD, *Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance – DSMS (Drop Shipment Management System)*.

Throughout the remainder of this publication, the term "PS Form 8125" will refer to any of these three clearance documents in this series of forms.

1-6 Original Entry Post Office

As indicated in DMM E211.4.1, the original entry post office is the office that serves the publisher's known office of publication. It is possible for the original entry post office to also be a destination entry office as defined in 1-5.

1-7 Additional Entry Office Other Than Detached Mail Unit

As defined in DMM D230.1.1, an additional entry post office is an office where the CPP publisher presents mail to be verified and accepted at other than the DMU post office serving the printer's/mailler's plant. With the mail, the publisher must submit the applicable Periodicals postage statement. The postage statement must be endorsed "Mailed Under CPP Program, Do Not Bill." The additional entry office must verify the mail and send a copy of the postage statement to the NYRCSC. The additional entry office must retain the original postage statement for 90 days.

2 Responsibilities of the NYRCSC

2-1 General

The NYRCSC is responsible for administration and postage collection of all publications mailed under the CPP system for Periodicals mail. The NYRCSC maintains all of the data pertaining to the mailings of Periodicals publications under the CPP system at its location.

2-2 Application and Authorization Process

2-2.1 Step 1: Application

A publisher completes and submits to the NYRCSC manager PS Form 3542, *Application to Mail Under the Periodicals Centralized Postage Payment (CPP) System*. The manager reviews the application to determine that it is complete and that all supporting documentation is accurate and meets all CPP system requirements.

2-2.2 Step 2: Verification of DMU Location and Documentation

The NYRCSC will verify that an authorized DMU is located at the publisher's print site(s). It is also responsible for ensuring that all documentation meets Periodicals mail and CPP requirements. The NYRCSC must ensure that the publisher can transmit funds for postage payment through the Centralized Account Processing System (CAPS).

2-2.3 Step 3: Authorization

If the CPP application is approved, the NYRCSC and the publisher will agree on the initial issue of the publication that will be mailed under the CPP system. The NYRCSC will provide the publisher with a signed letter of authorization and a CPP Service Agreement. The CPP Service Agreement will remain in effect for 2 years, and at the end of that period, it may be considered for renewal.

2-2.4 **Step 4: Notification of Additional Entry Offices/DMUs and Original Entry Office**

The NYRCSC notifies all affected additional entry offices/DMUs and the original entry office of the effective date of the authorization and the date of mailing of the first issue that will be mailed under the CPP system. Each office is provided with a copy of this handbook, the CPP authorization letter, and the CPP Service Agreement. The NYRCSC notifies the post offices of the date of mailing of the last issue of the publication to be paid through an advance deposit account at the prior payment office(s). After the postage statements for that issue have been posted to the publisher's advance deposit account, each post office prepares and mails a refund to the publisher for the balance in the advance deposit account.

2-2.5 **Step 5: Procedures Prior to Mailing First Issue**

The letter of authorization and the CPP Service Agreement specify the date of mailing of the first issue of the publication that may be mailed under the CPP system. Prior to the first mailing, the NYRCSC must do the following:

- a. Establish the publication control file. The NYRCSC files the original application, supporting documentation, and the signed CPP Service Agreement in the publication control file.
- b. Enter all pertinent information from the application into the CPP system database.
- c. Ensure that the publisher's first deposit of postage meets the approved advance deposit schedule and that all procedures for receiving funds directly into the publisher's CPP CAPS account are in place.

2-3 **CPP System Administration**

2-3.1 **Postage Payment and Billing**

2-3.1.1 **Proper Postage Payment**

The NYRCSC must keep all required documents and any reports of deficiencies or irregularities pertaining to a specific publication in the appropriate publication control file. For each mailing of an issue of a Periodicals publication mailed under the CPP system, the NYRCSC must do the following:

- a. Ensure that the publisher adheres to the applicable single- or multiple-payment advance deposit schedule, which provides that postage payments must be on deposit at the NYRCSC at least 1 business day before the mailing of an issue.

- b. Ensure that the publisher's advance deposit account is maintained in accordance with the payment-per-issue option selected by the publisher.
 - (1) If the single-payment-per-issue option is selected, ensure that the amount deposited is adequate to pay the postage for a complete issue, which is equivalent to the payment for the issue with the highest postage charges mailed during the previous 12 months (excluding "Special" or "Irregular" issues).
 - (2) If a multiple-payment-per-issue option is used, ensure that the total of the multiple deposits is adequate to pay the postage for a complete issue, which is equivalent to the payment for the issue with the highest postage charges mailed during the previous 12 months (excluding "Special" or "Irregular" issues).

2-3.1.2 **Timely and Accurate Submission of Postage Statements**

The NYRCSC must ensure that each publisher submits correct postage statements within the specified time frame stated in its CPP Service Agreement.

2-3.1.3 **Weight Reconciliation and Billing of Postage Statements**

The NYRCSC must reconcile the publisher's copy weights, as claimed on the postage statements, with the copy weights submitted by the DMU(s). The NYRCSC will bill/debit all postage statements for CPP publications.

2-3.2 **Periodicals Requirements**

2-3.2.1 **Submission of Proper Documentation**

The NYRCSC must ensure that each publisher submits Periodicals documentation as required in the DMM, other postal publications, and the publisher's CPP Service Agreement.

2-3.2.2 **Postage Payment Reviews**

The NYRCSC will monitor CPP publications to ensure each publication has a postage payment review performed within each calendar year. The NYRCSC will finalize the postage payment reviews by comparing postage statements against findings and documentation submitted by the DMU performing the initial part of the review. The NYRCSC will notify the publisher and the DMU of the findings. If necessary, the NYRCSC will initiate a follow-up review.

2-3.2.3 **Submission and Reconciliation of PS Form 3526**

By October 1 of each year, the publisher must file PS Form 3526, *Statement of Ownership, Management, and Circulation*, at the original entry post office. The original entry post office must provide a copy of PS Form 3526 to the NYRCSC (the original copy of the form is held at the original entry post office). The NYRCSC will reconcile the number of mailed copies stated on the Periodicals postage statement(s) against the number of mailed copies stated on PS Form 3526.

Note: The original entry post office is responsible for ensuring the publication continues to fulfill all applicable Periodicals eligibility requirements.

2-3.2.4 **Frequency of Publication**

The NYRCSC must ensure that all CPP publications are being published within their stated frequencies. The NYRCSC must also verify the number of copies that were mailed for each issue.

2-4 **Insufficient Funds in Advance Deposit Account**

The NYRCSC must notify the DMU(s) when a publisher has not deposited sufficient funds in the advance deposit account, as required by the CPP Service Agreement. In such cases, the DMU may not release any unpaid mailings for clearance or dispatch until notified by the NYRCSC that the publisher has deposited sufficient funds to cover postage for the mailing(s).

2-5 **Deficiencies and Irregularities**

2-5.1 **Major Deficiencies or Irregularities That Affect Postage**

When a DMU detects deficiencies or irregularities that affect postage payment, the DMU must immediately contact the NYRCSC by telephone. The NYRCSC will immediately notify the publisher by telephone of the deficiency. The deficiency must be resolved before the mail is released for dispatch. The DMU may not release mailings for clearance or dispatch until the NYRCSC resolves the deficiency with the publisher and instructs the DMU to release them. The NYRCSC must follow-up by notifying the publisher, in writing, of the deficiency.

Note: The publisher may agree to place postage in its advance deposit account at the NYRCSC to cover the deficiency, and then appeal the ruling when notified in writing. This will allow the mail to be released for clearance or dispatch pending the final outcome of the appeal.

2-5.2 **Minor Deficiencies or Irregularities That Do Not Affect Postage**

The NYRCSC must report deficiencies or irregularities that do not affect postage by notifying the publisher, in writing, and provide a copy to the DMU. The NYRCSC will work with the publisher to ensure the deficiencies or irregularities are resolved prior to the mailing of the next issue of the publication or at a time that is acceptable to the NYRCSC.

2-6 Revocation

If a publisher of a CPP publication is not meeting the requirements of the program, the NYRCSC will notify the publisher in writing of the deficiencies. If the deficiencies are not immediately corrected, the NYRCSC has the authority to revoke a publisher's CPP authorization starting with the next possible issue. The NYRCSC will notify the publisher in writing of any CPP revocation action and inform the publisher of the appeal rights. If the publisher appeals the NYRCSC revocation action, a final agency decision in the matter will be issued by Postal Service Headquarters, Washington DC. If the CPP revocation action is upheld, the NYRCSC will notify all affected post offices of the issue that the publication will be removed from the CPP system and will direct those offices to collect Periodicals postage locally using the normal payment procedures.

3 DMU Serving the Printer's/Mailer's Plant

3-1 Staffing

The DMU must be adequately staffed with qualified postal employees trained in mailing standards, presort verification, PVDS, CPP system requirements, and business mail entry unit (BMEU) acceptance procedures. These employees must be present at the mailer's plant to perform the requirements outlined in this chapter for all Periodicals mailings prepared by the printer/mailer for entry under the CPP system. DMU employees must complete all of the duties required of them before releasing the mailings for clearance or dispatch.

3-2 Plant-Verified Drop Shipment

DMU employees must follow all applicable PVDS procedures as stated in DMM P750, excluding the submission of postage statements to the DMU post office. Under the CPP system, postage statements must be submitted to the NYRCSC as specified in the CPP Service Agreement (see 2-2.3 and 2-3.1).

3-3 Acceptance Procedures

DMU employees should receive the following reports from the publisher/agent at the time of mailing. These reports may be submitted in an acceptable electronic format if jointly agreed upon by the DMU and the publisher.

- a. Production schedule.
- b. Print order.
- c. Book make-up report.
- d. Container file.

- e. Edition code breakdown.
- f. PS Form 3553, *Coding Accuracy Support System (CASS) Summary Report*.

Note: PS Form 3553 is submitted only to those DMUs that are the only mailing location for a publication. If a publication has multiple mailing locations, the publisher must submit the PS Form 3553 to the NYRCSC with the postage statements.

- g. Qualification Report.

DMU employees must perform the following BMEU acceptance procedures:

- a. Review classification of publication.
- b. Verify the edition codes.
- c. Obtain copy weights.
- d. Complete PS Form 3629, *Centralized Postage Payment System — Running Summary*.
- e. Perform presort verification.
- f. Verify PS Form 8125 (see 1-5).

3-4 Classification Reviews

DMU employees must review each edition of each issue of the publication to verify that individual pieces are prepared in accordance with all Periodicals requirements outlined in the DMM. These reviews include, but are not limited to, proper address content and placement, use of correct endorsements, complete identification statements, permissible enclosures and supplements, and proper enveloping and wrapping (where applicable). Due to time constraints, an examination for impermissible enclosures and supplements may occur after the mail has been dispatched.

3-5 Edition Codes

DMU employees must verify that the publisher properly identifies all editions of an issue of a publication with edition codes. These edition codes must correspond to the mailing/production schedule and should be found on the spine of the publication, on the cover, or within the address label.

3-6 Obtaining Copy Weights

Using the mailing/production schedule information supplied by the publisher or printer/mailer, DMU employees must compute the per copy weight data for each edition of each issue of a Periodicals publication. The per copy weight data is obtained by weighing complete addressed pieces from the end of the mailing line. DMU employees must use the following procedures:

- a. Compare the issue with the production schedule to see if it is the appropriate issue. Verify that the edition codes are on the cover of books, on the spine of books, or on address labels. Check the publication for irregularities such as proper address content and placement, use of correct endorsements, complete identification statement, permissible enclosures and supplements, and proper enveloping and wrapping (where applicable). On the production schedule, locate which books contain multiple editions. These editions should have the same number of pages and components (onserts, inserts, supplements, and wraps). These editions should be grouped together on the production schedule for the book it falls under. The only difference should be a replacement advertisement (i.e., an advertisement that is in the same location in the book, is the same size, but advertises a different product). Briefly review two editions that fall under one book code to verify that they are the same size and weight. If the two editions differ by more than .0100 of a pound, there is a problem. Compare a copy of both editions to verify that the total page count is the same. If the size and advertising space are the same, use the higher weight. If the content is different, contact the mailer and resolve the discrepancy.
- b. Obtain the weight per copy of each edition and record it on PS Form 3629. In the case of multiple editions with the same page count, find one of those editions and use that weight for all of the corresponding editions. When verifying the weight per copy, use packages that contain 6 to 14 copies for each edition. Exclude the strapping/banding material from the weight. If multiple editions are contained within packages, have the mailer segregate 10 copies of each edition for weighing. To get the weight per copy for that edition, divide the number of copies in the package by the total package weight.
- c. Due to the activities at some plants, it may be impossible to verify weights directly from the production line. In such cases, use the following procedures:
 - (1) Once each quarter, perform a weight per copy check by randomly selecting a package that contains one edition from the production line.
 - (2) To obtain a weight per copy, follow the procedures in item b. Compare this weight per copy with the weight per copy that was obtained from the same edition that the mailer supplied to the DMU.

- (3) Use the randomly selected weight per copy as the actual weight *only* when it is .0100 of a pound heavier per copy than the weight that was submitted to the DMU.

Note: If this same problem occurs while doing the next quarterly random check, contact the NYRCSC.

3-7 Completing PS Form 3629

DMU employees must document the edition weights of the publication on PS Form 3629. The DMU must provide a copy of the completed PS Form 3629 to the mailer on a daily basis or when requested. After the mainfile list (i.e., the preset list of current addresses for mailing) of the issue has been concluded, the DMU must send copies of the PS Form 3629 to the NYRCSC. The DMU must complete PS Form 3629 and document all mailing irregularities to the NYRCSC (see 2-5). Instructions for completing PS Form 3629 are printed on the document. A copy of PS Form 3629 is provided in Appendix A.

The DMU must send the original PS Form 3629 to the NYRCSC upon dispatch of the last mailed edition of the mainfile of an issue of the publication. In addition, the DMU must provide a copy of the PS Form 3629 to the publisher or the publisher's representative on a daily basis (if requested), and keep a copy on file at the DMU for 6 months. The DMU must maintain the PS Form 3629 for each issue of a publication by publication title. Each edition must be listed on the PS Form 3629 by the edition code stated on the book make-up/edition breakdown report.

3-8 Presort Verifications

The DMU must perform a presort verification as scheduled by following all applicable verification procedures contained in Handbook DM-109, *Business Mail Acceptance*.

3-9 PS Form 8125

The DMU must complete the origin post office section of PS Form 8125 (see 1-5) for each mailing or mailing segment to be entered at each PVDS destination entry post office. (See Publication 804, *Drop Shipment Procedures for Destination Entry*, for additional information on PVDS requirements.) Prior to completing PS Form 8125, the DMU employee must obtain from the publisher a list of the editions and/or publications that are part of the mailing or mailing segment summary. The DMU provides the completed original PS Forms 8125 for each destination entry to the mailer. The publisher/mailer is responsible for submitting these forms, with the corresponding copies, to the respective destination entry post office(s).

Note: If a publisher enters mail at the post office that services the plant, this mail may be presented as a plant load if agreed upon by the local office. The portion of mail that is presented as a plant load must not be accompanied by a PS Form 8125. All applicable procedures that pertain to plant load must be followed.

3-10 Annual Postage Payment Review

At least once a year, the DMU must perform a postage payment review for each CPP publication that is presented for postal verification at its office, following the procedures documented in Handbook DM-202, *Periodicals Postage Payment Review*. The DMU will complete only PS Form 3548-A, *Worksheet A — Postage Payment Review Through Documentation (Actual Mail)*, and PS Form 3548-B, *Worksheet B — Postage Payment Review Through Documentation (Declared on Documentation)*. These forms are to be completed and submitted along with following to the NYRCSC:

- a. Section of the qualification report for the entire entry post office selected.
- b. Summary page of the qualification report.
- c. PS Form 3553, *Coding Accuracy Support System (CASS) Summary Report*.
- d. PS Form 2866, *Presort Verification Record*.
- e. Cover sheets supplied by the NYRCSC.

If the NYRCSC's review reveals that a revenue deficiency has occurred, the NYRCSC will notify the affected office(s) to perform an additional review with the next possible mailing.

3-11 Irregularities

3-11.1 General

In all cases, the DMU should try to resolve irregularities with the publisher or mailer at the time the mailings are being prepared. DMU employees must note all irregularities on PS Form 3629.

Note: Exceptions to DMM mailing standards can be granted only by the NYRCSC or by the Rates and Classification Service Center (RCSC) serving the post office responsible for staffing the DMU.

3-11.2 Insufficient Funds in Advance Deposit Account

The NYRCSC notifies the DMU when a publisher has not deposited sufficient funds in the advance deposit account to cover the postage costs, as required by the authorized postage payment schedule in the CPP Service Agreement (see 2-4). Once notified, the DMU cannot release any further mailings for clearance or dispatch until the DMU is subsequently notified by the NYRCSC

that the publisher has deposited sufficient funds in the advance deposit account to cover postage for the mailings.

3-11.3 **Presort Errors**

When the results of a presort verification indicate an error rate of five percent or more and the publisher elects to pay postage at the applicable single piece rate on the percentage of the mailing estimated to be in error, the DMU office must contact the NYRCSC to ensure that the publisher has sufficient funds in the advance deposit account to pay additional postage charges before releasing the mail.

3-11.4 **Major Deficiencies/Irregularities That May Affect Postage**

When irregularities that may affect postage payment (other than presort and mail make-up errors) are detected during the mailability and classification reviews, the DMU must immediately notify the NYRCSC. DMU personnel must explain the irregularities and await instructions from the NYRCSC on how to proceed. The DMU must not release these mailings for clearance or dispatch until instructed to do so by the NYRCSC. The DMU must follow up, in writing, by clearly describing the irregularity on an Item 0-13, *Routing Slip*, or in a letter and submit it to the NYRCSC with a copy of PS Form 3629 and all supporting documentation. The PS Form 3629 should be marked to show that the irregularity affected postage. The DMU must make a copy of everything sent to the NYRCSC concerning this matter and retain it in their local files.

3-11.5 **Irregularities That Do Not Affect Postage**

On PS Form 3629, the DMU must separately identify all irregularities that do *not* affect postage payment from those that do affect postage. The DMU must clearly describe the irregularities on an Item 0-13 or in a letter and submit it for review to the NYRCSC with a copy of PS Form 3629 and all supporting documentation. The DMU must make a copy of everything sent to the NYRCSC concerning this matter and retain it in its local files.

3-12 **File Maintenance**

The DMU must establish a separate file for each publication that is authorized to participate in the CPP system at the post office serving the DMU location. This file must contain the following:

- a. Copies of all letters relating to the CPP authorization.
- b. Copy of the signed CPP Service Agreement.
- c. Copies of the PS Form(s) 3629.
- d. Copies of the PS Form(s) 8125.

Note: The DMU must retain copies of PS Forms 3629 and 8125 for 90 days.

4 Responsibilities of the Destination Entry Post Office

4-1 Acceptance of Mailings

The destination entry post office accepts Periodicals PVDS loads verified to be entered under the CPP system when the following two conditions are met:

- a. A valid PS Form 8125 is signed and dated by the DMU employee located in the mailer's plant.
- b. The PS Form 8125 is submitted with the mailing.

4-2 Annual Review of Volume and Zones

Once a year, upon written request of the NYRCSC, the destination entry post office may be required to submit a copy of PS Form 8125 to the NYRCSC for volume and zone rate verification purposes.

4-3 Missing or Incorrect Clearance Documents

The destination entry post office must hold the mailing if either of the following conditions occur:

- a. If a mailing is submitted without an original PS Form 8125.
- b. If the PS Form 8125 is not signed and dated by the DMU employee.

The destination entry post office must immediately contact the NYRCSC and/or the DMU post office serving the printer's/MAILER'S plant for clarification. A mailing that is not accompanied by a completed original PS Form 8125, properly endorsed and signed, should be held by the destination entry post office until the DMU office and/or NYRCSC can be contacted for clarification.

Note: Also refer to the instructions in Chapters 5 and 6 of Publication 804, *Drop Shipment Procedures for Destination Entry*.

4-4 PVDS Presented at Incorrect Post Office

If the destination entry post office listed on the PS Form 8125 shows a different entry post office, postal personnel at the destination entry post office must determine the number of improperly entered copies. The destination entry post office must complete a blank Periodicals postage statement showing the title of the publication, the office of entry, and the number of copies in the mailing. The copies must be claimed for the appropriate zone in the pound portion part of the postage statement. To determine what zone the copies are to be placed in, the destination entry post office must identify the ZIP Code of the correct destination entry post office on PS Form 8125. Then it must use its local zone chart to find out the zone for the correct destination entry post office and place the copies in the subscriber column for that zone on the postage statement. It must send this postage statement to the NYRCSC for postage collection and retain a copy in its file. The NYRCSC will notify the publisher of the revenue deficiency.

Note: Also refer to the instructions in Chapter 6 of Publication 804, *Drop Shipment Procedures for Destination Entry*.

5 Responsibilities of the Original Entry Post Office

The original entry post office has the same responsibilities for CPP publications as it does for all other Periodicals publications authorized for original entry at its office. These requirements include, but are not limited to, the following:

- a. Verify the advertising percentages of CPP publications once a calendar year.
Note: Upon completing the verification of advertising for CPP publications, the original entry office must submit its finding to the NYRCSC using the CPP Advertising Percentage Verification Worksheet shown in Appendix B.
- b. Review the PS Form 3526 filed by the publisher each year for verification of continued Periodicals eligibility, and provide a copy to the NYRCSC.
- c. Ensure that publishers submit a copy marked for advertising for each edition of each issue mailed, unless otherwise stated in the publisher's CPP Service Agreement.
- d. Verify that CPP publications continue to fulfill all applicable Periodicals eligibility requirements.
- e. Review copies of CPP publication for classification, mailability, and marking requirements.

Appendix A

PS Form 3629, Centralized Postage Payment (CPP) System — Running Summary

A copy of PS Form 3629, Centralized Postage Payment (CPP) System — Running Summary, appears in this appendix.

Appendix B

CPP Advertising Percentage Verification Worksheet

A copy of the CPP Advertising Percentage Verification Worksheet appears in this appendix.

US Postal Service

CPP Advertising Percentage Verification Worksheet

Instructions

This form is to be completed by the USPS employee who verifies the advertising percentage of a Periodicals publication authorized under the Centralized Postage Payment (CPP) System. The employee must select the marked copy of the basic or main edition of an issue of the publication, verify the advertising percentage, and record the results below.

Publication Information

Original Entry/DMU Office and City, State, ZIP Code	Publication Name
	Publication Number
	Issue Date
	Edition Code

Advertising Percentage

A. Advertising Percentage Reported By Publisher/Mailing Agent	B. Advertising Percentage Verified By USPS	C. Difference Between Reported and Verified Percentages
Advertising Percent: _____% Nonadvertising Percent: _____% Measurement Method Used: <input type="checkbox"/> Square Inches <input type="checkbox"/> Column Inches <input type="checkbox"/> Pages	Advertising Percent: _____% Nonadvertising Percent: _____% Measurement Method Used: <input type="checkbox"/> Square Inches <input type="checkbox"/> Column Inches <input type="checkbox"/> Pages	Difference (A – B): _____ Discrepancy: <input type="checkbox"/> Yes <input type="checkbox"/> No Note: If a discrepancy is excessive, the USPS employee must review any remaining editions of the issue verified and all issues published in the past 6-month period. Whether a discrepancy has occurred or not, report all findings and provide a copy of this form to the New York Rates and Classification Service Center (NYRCSC).

USPS Employee Information

Printed Name of USPS Employee		Signature of USPS Employee	
Job Title	Telephone	Date	