



Application for Refund of Fees, Products and Withdrawal of Customer Accounts

(Click on the blue bar above for additional instructions.)

Part 1 - Application (Customer completes and submit to local Post Office™ for processing)

Customer/Company Name

Attention

Mailing Address (Address to which the funds will be mailed)

Apt. or Suite No.

City

State

ZIP + 4®

Telephone No. (Include area code)

Amount of Refund Request

\$, , .

Customer Account No. or Postage Meter No.

X

Signature of Customer (Required)

Date of Request (MM/DD/YYYY)

Privacy Act Statement

Your information will be used to process and respond to your transaction. Collection is authorized by 39 USC 401, 403, 404, 407, 411, 2008 & 31 USC 7701. Providing the information is voluntary, but if not provided, we may not process your refund request. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). For more information regarding our privacy policies, visit usps.com/privacypolicy.

Request Disbursement For: (Select the appropriate box)

- Post Office Postage Meter/PVI Error (AIC 509)
(If actual postage meter label is attached, no witness signature is required.)
- Refund Postage and Fees (AIC 553)
(Extra services not rendered, e.g., Certified Mail™, Registered Mail™, Delivery Confirmation™.)
- Spoiled/Unused Printed Customer Meter Postage (AIC 526)
(Legible postage meter stamps must be submitted to USPS.)
- Refund of Permit Postage and Fees (AIC 528)
 - Postage Affixed on BRM Pieces
 - Damaged Mailings, Refund of Annual Fees
- Refund of Fees and Retail Services (AIC 535)
(PO Box keys and service fees)
- Refund for Postal Service™ Related Products (AIC 608)
(e.g., merchandise)
- Refund Miscellaneous Non-Postal Service Revenue - (AIC 624)
(Previously recorded into AIC 126)
- Priority Mail Express™ Refunds (AIC 676)
(Postage and fees for service failure or not rendered)
- Sure Money® Refund (AIC 645/646) - Issued Locally
- Withdrawal from Advance Deposit Account (AIC 470/453)
 - Close Account
 - Partial Refund
- Other Refunds (AIC _____)
Explanation: _____

Value Added Services (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

Part 2 - Verification of Disbursements (This area is for Official Use only)

Post Office

Approved Amount of Disbursement

\$, , .

Post Office ZIP + 4

Finance Number and Unit ID

Telephone No. (Include area code)

Print Contact Name

Note: Customer signature required in Part 1.

Certifying Employee Signature

Date

Witness Signature

Date

Part 3 - Postage Affixed on BRM or Meter Stamps (excluding PC Postage®)

(For Official Use Only)

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 retail service counter. Charges for postage affixed on BRM pieces or meter stamps are assessed at 10% off the face value of the indicia, if the total is \$500 or less. If the total face value is more than \$500, a charge of \$50 per hour is assessed for the actual hours to process postage affixed on BRM pieces or meter stamps refunds; the minimum charge is \$50.

Refund requested only for Postage Meter Number _____ Meter Manufacturer _____
 (must be the same as Part 1)

(Group and list by postage units or value)

(Group and list by postage units or value)

Number of Pieces	Amount Each	Postage Value	Number of Pieces	Amount Each	Postage Value
Total Postage Value			Total Postage Value		
Grand Total of Postage Value					\$
Less Charges <i>(10% of face value or \$50 per hour if over \$500. Minimum charge is \$50.)</i>					—
Total To Be Refunded					\$
Post Offices must destroy customer postage affixed on BRM or 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		Date

Part 4 - Extra Services and Other Refunds (Note: Fees for registered, insured, and COD services are not ordinarily refundable.)

Explain the reason for the requested refund:

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

Part 5 - Disbursements for Refunds (Issued Locally)

- 1) Postal Service official and witness must verify this claim and enter the approved amount in the "Approved Amount of Disbursement."
- 2) Certifying Postal Service official and witness are required to print and sign as authorization for payment or withdrawal of trust account.
- 3) Ensure the proper accounting entries are performed on PS Form 1412.
- 4) For cash refund issued, obtain payee's signature below. For a money order refund issued, enter the money order serial number below.
- 5) **DO NOT SUBMIT PS Form 3533 through eIWS OnLine Forms if a refund is issued locally.**

Payee Signature or Money Order Serial Number: _____ Date _____

Part 6 - Disbursements Processed by the Accounting Services

- 1) Postal Service official and witness must verify this claim and enter the approved amount in the "Approved Amount of Disbursement."
- 2) Certifying Postal Service official and witness are required to print and sign as authorization for payment or withdrawal of trust account.
- 3) Ensure the proper accounting entries are performed:
 - a) If this is a refund, use the appropriate AIC for the refund. (See section "Request Disbursement For")
 - b) If this is a withdrawal from an advance deposit account, use AIC 453 for BRM/Postage Due or AIC 470 for Customer Permit Account withdrawal.
 - c) Ensure the offset to AIC 280, Disbursement Sent to Accounting Services, is performed either in Form 1412 or Postal One® system.
 - d) Attach the supporting AIC 280 documentation (PS Form 3544 or 3533-X) to the PS Form 3533.
- 4) **SUBMIT PS Form 3533 with attached AIC 280 supporting documentation using eIWS OnLine Forms.**
- 5) Maintain a copy of the PS Form 3533 locally as a support document for PS Form 1412.