



Postage Payment Options for Your Neopost Postage-On-Call® (POC) Account

There are three postage payment options available to customers to pay for postage funded through Neopost meters:

1. Prepay (USPS®)

- "Pay in Advance"
- Prefund a USPS® account by check, wire or ACH credit

2. PostageNow™ ACH (USPS®)

- "Pay Just in Time"
- Electronic payments in which funds are auto-debited from customer's bank account

3. NeoFunds®

- "Pay After You Use It"
- Monthly billing for postage: pay by check, ACH credit or online

Here is a brief description of each postage payment option:

| Program | Prepay (USPS®) | PostageNow™ (USPS®) | NeoFunds® |
|---|--|--|---|
| How it Works | <ol style="list-style-type: none"> 1. Customer prepays by check, ACH credit or wire to an account at USPS®. 2. Once funds are posted to the account, the customer may download postage to the meter at any time, up to the amount of available prepaid funds in the account. | <ol style="list-style-type: none"> 1. Customer authorizes automatic ACH direct debit through an account with USPS®. 2. Customer may download postage to the meter at any time. 3. After the postage download, an ACH debit transaction is created in which the customer's bank account is automatically debited for the amount of the postage download. | <ol style="list-style-type: none"> 1. Customer gets a postage billing account with a preset account limit according to the meter. 2. Customer may download postage to the meter at any time, up to the account limit. 3. At the end of the monthly billing cycle, Neopost will invoice the customer for the amount of postage added into the meter for that month. |
| Statements | Optional monthly statement | Optional monthly statement | <ul style="list-style-type: none"> • Monthly statement by mail or online • 28 day payment terms • Ability to choose the monthly bill day |
| Web Information "MyNeopost" www.myneopost.com | <ul style="list-style-type: none"> • Prepaid account balance • Account activity by date, amount and meter serial number | <ul style="list-style-type: none"> • Account activity by date, amount and meter serial number | <ul style="list-style-type: none"> • Account balance and available funds • View current and past statements • Create account activity reports • Make online payments • Email alerts (e.g. payment due date) |
| Pricing and Fees | <ul style="list-style-type: none"> • \$0 to prepay postage • \$10 ACH/wire payment fee • \$25 NSF return fee | <ul style="list-style-type: none"> • \$50 annual account maintenance fee per POC account • \$25 NSF return fee | <ul style="list-style-type: none"> • Low volume mailing systems <ul style="list-style-type: none"> – \$0 transaction fee up to \$700 monthly postage • Mid/high volume mailing systems <ul style="list-style-type: none"> – \$0 transaction fee up to \$4,000 monthly postage • 1% fee over monthly account limits • Finance charges or late fees may apply for past due payments |

Please see page 2 for important payment instructions. **Questions:** Visit www.neopostusa.com or call 800.636.7678.



Postage Payment Options for Your Neopost Postage-On-Call® (POC) Account

Prepaying the USPS® by Check

When mailing your postage prepayment by check, please allow 7 to 10 business days for your check to be received and posted to your account. For overnight service, allow 3 to 4 business days to be received and posted. Please include your POC account number on your check and use a deposit slip coupon for proper posting.

For information regarding your POC account balance, please call 800.636.7678 or login to "MyNeopost" and click "Postage Activity".

USPS® Regional Remittance Lock Boxes

Please make checks payable to "United States Postal Service". Deposits will be accepted at any of the following remittance addresses. The address with the most efficient mail service from your location will be preprinted on your deposit slip coupons.

| East Coast | Central | West Coast |
|---|--|---|
| Regular Mail: CMRS-POC P.O. Box 7247-0255 Philadelphia, PA 19170-0255 | Regular Mail: CMRS-POC P.O. Box 0575 Carol Stream, IL 60132-0575 | Regular Mail: CMRS-POC P.O. Box 894715 Los Angeles, CA 90189-4715 |
| Overnight Mail: First Data/Remitco Attn: Neopost-0255 400 White Clay Center Drive Newark, DE 19711 | Overnight Mail: Citibank Services Attn: Lockbox #0575 8430 W. Bryn Mawr Avenue, 3rd Floor Chicago, IL 60631 | Overnight Mail: First Data/Remitco Attn: Neopost-4715 2525 Corporate Place, 2nd Floor, Suite 250 Monterey Park, CA 91754 |

Prepaying the USPS® by ACH Credit or Fed Wire

When paying by ACH credit or fed wire, please allow 2 days for your electronic payment to be received and posted to your account. Please include your POC account number in the details of the electronic remittance.

| ACH Credit | Fed Wire |
|---|--|
| CMRS Neopost c/o Citibank Routing #021000089 Account #40678625 Format – CCD Addenda Addenda Format: <ul style="list-style-type: none"> REF*IC*xxxxxxx [xxxxxxx = your POC account number] OR NTE*ALL*xxxxxxx [xxxxxxx = your POC account number] | CMRS Neopost c/o Citibank Routing #021000089 Account #40678625 Detail Payment Field: <POC account number> |

Making Postage Invoice Payments to NeoFunds®

When making invoice payments for postage to NeoFunds, please allow up to 5 to 7 days for your check to be received and posted to your account. For overnight and ACH payments, please allow 1 to 2 days for your payment to be posted to your account. Also, contact us if you need to change your bill day for your monthly invoice.

| Regular Mail | Overnight Mail | ACH Credit |
|--|--|--|
| NeoFunds P.O. Box 30193 Tampa, FL 33630-3193 Reference: Your 16-digit NeoFunds account number | NeoFunds Attn: TA-34 11601 Roosevelt Boulevard St. Petersburg, FL 33716 Reference: Your 16-digit NeoFunds account number | Bank: Bank of America Account: Mailroom Finance, Inc. Routing #011900254 Bank Account #385015844484 Reference: Your 16-digit NeoFunds account number |

You can also make payments to NeoFunds via our website.

Visit www.myneopost.com and click "Postage Activity" to access your invoices, make payments and set email alerts.