



## Postage Payment Options for your Hasler TMS® Account

### Overview:

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

#### 1) Prepay (USPS®)

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

#### 2) PostageNow™ ACH (USPS®)

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

#### 3) TotalFunds®

- a) "Pay After You Use It"
- b) 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™ ACH (USPS)	TotalFunds®
How It Works	<ol style="list-style-type: none"> <li>1. Customer prepays by Check, ACH Credit, or Wire to an account at the US Postal Service</li> <li>2. Once funds are posted to the account, customer may download postage to the meter at any time up to the amount of available prepaid funds in the account</li> </ol>	<ol style="list-style-type: none"> <li>1. Customer authorizes Automatic ACH Direct Debit through an account at the US Postal Service</li> <li>2. Customer may download postage to the meter at any time</li> <li>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</li> </ol>	<ol style="list-style-type: none"> <li>1. Customer gets a postage-billing account with a pre- set account limit according to the meter</li> <li>2. Customer may download postage to the meter at any time up to the account limit</li> <li>3. At the end of the monthly billing cycle, Neopost invoices customer for the amount of postage added into the meter for that month</li> </ol>
Statements	Optional monthly statement	Optional monthly statement	<ul style="list-style-type: none"> <li>• Monthly statement by mail or online</li> <li>• 28-day payment terms</li> <li>• Ability to choose the monthly bill-day</li> </ul>
Web Information – "MyNeopost" <a href="http://www.neopost.com">www.neopost.com</a>	<ul style="list-style-type: none"> <li>• Prepaid account balance</li> <li>• Account activity by date, amount, and meter-serial number</li> </ul>	<ul style="list-style-type: none"> <li>• Account activity by date, amount, and meter-serial number</li> </ul>	<ul style="list-style-type: none"> <li>• Account balance &amp; available funds</li> <li>• View current &amp; past statements</li> <li>• Create account activity reports</li> <li>• Make online payments</li> <li>• E-mail alerts, e.g. payment due date</li> </ul>
Pricing & Fees	<ul style="list-style-type: none"> <li>• \$0 to Prepay postage</li> <li>• \$10 Wire/ACH Payment fee</li> <li>• \$25 NSF Return fee</li> </ul>	<ul style="list-style-type: none"> <li>• \$50 Annual Account Maintenance fee per TMS Account</li> <li>• \$25 NSF Return fee</li> </ul>	<ul style="list-style-type: none"> <li>• Low Volume Mailing Systems: <ul style="list-style-type: none"> <li>• <u>\$0 Transaction fee</u> up to \$700 monthly postage</li> </ul> </li> <li>• Mid/High Volume Mailing Systems: <ul style="list-style-type: none"> <li>• <u>\$0 Transaction fee</u> up to \$4,000 monthly postage</li> </ul> </li> <li>• 1% fee over monthly account limits</li> <li>• Finance charges or late fees may apply for past-due payments</li> </ul>

On page 2 is important payment instructions and address information for making postage payments. Please use this information in order to ensure timely and accurate payments for your postage.

Questions: go to [www.neopost.com](http://www.neopost.com) or call 1.800.636.7678.



### **Prepaying the USPS by Check**

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

To get information about your TMS Account Balance, please call 1-800.636.7678 or login to "MyNeopost" and click on "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 pre-printed on your deposit slip coupons.

<b>East Coast</b>	<b>Central</b>	<b>West Coast</b>
Regular Mail: USPS-Hasler P.O. Box 7247-0217 Philadelphia, PA 19170-0217  Overnight Mail: First Data / Remitco Attn: Hasler - 0217 400 White Clay Center Drive Newark, DE 19711	Regular Mail: USPS-Hasler P.O. Box 0527 Carol Stream, IL 60132-0527  Overnight Mail: First Data / Remitco Attn: Hasler - 0217 400 White Clay Center Drive Newark, DE 19711	Regular Mail: USPS-Hasler P.O. Box 894757 Los Angeles, CA 90189-4757  Overnight Mail: First Data / Remitco Attn: Hasler - 0217 400 White Clay Center Drive Newark, DE 19711

### **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 TMS account number in the details of the electronic remittance.

<b>ACH Credit</b>	<b>Fed Wire</b>
USPS-Hasler c/o Citibank Routing # 021000089 Account # 40678617 Format – CCD Addenda Addenda format: • REF*IC*xxxxxxx [xxxxxx=your TMS Account #], or • NTE*ALL*xxxxxxx [xxxxxx=your TMS Account #]	USPS-Hasler c/o Citibank Routing # 021000089 Account # 40678617 Detail Payment Field: <TMS Account Number>

### **Making Postage Invoice Payments to TotalFunds®**

When making invoice payments for postage to TotalFunds, 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 3 to 5 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.

<b>Regular Mail</b>	<b>Overnight Mail</b>	<b>ACH Credit</b>
TotalFunds PO Box 6813 Carol Stream, IL 60197-6813  Reference: Your 16-digit TotalFunds account number	FIS Card North America Attn: Neopost USA Inc. 270 Remington Boulevard Ste. B Bolingbrook, IL 60440-3593  Reference: Your 16-digit TotalFunds account number	Bank: Bank of America Account: Mailroom Finance, Inc.  Routing #: 011900254 Bank Acct #: 385015844484  Reference: Your 16-digit TotalFunds account number

**You can also make payments to TotalFunds via our website. Visit [www.neopost.com](http://www.neopost.com), login to MyNeopost, and then click "Postage Activity" to access your invoices, make payments, and set e-mail alerts.**