

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

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

Customer/Company Name

[illegible]

Attention

[illegible]

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

☐ Apt. or Suite No.
☐ ☐ ☐ ☐ ☐

City

[illegible]

ZIP + 4®

Telephone No. (Include area code)

[illegible]

Amount of Refund Request

Customer Account No. or Postage Meter No.

Customer Account No. or Usage Meter No.

X

Signature of Customer _____

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, 410, 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 transactions, to act on your behalf or request. We may only disclose your information as follows: in relevant legal proceedings; to law enforcement when the USPS® or requesting agency becomes aware of a violation of law; to a congressional office on your behalf; to contractors and other entities aiding us to fulfill the service (service providers); to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. For information regarding our Privacy Policy visit www.usps.com.

Request Disbursement For: (Select the appropriate box)

- | | |
|--|---|
| <input type="checkbox"/> Refund Postage and Fees (AIC 553) | <input type="checkbox"/> Refund for Postal Service™ Related Products (AIC 608)
(e.g., merchandise) |
| <input type="checkbox"/> Post Office PVI Error - Issued Locally
(Attach spoiled/misprint label to this form) | <input type="checkbox"/> Refund Miscellaneous Non-Postal Service Revenue - (AIC 624)
(Previously recorded into AIC 126) |
| <input type="checkbox"/> Refund of Special Service Fees - <i>Service not rendered</i>
(Certified Mail,™ Registered Mail,™ Delivery Confirmation™, etc.) | <input type="checkbox"/> Express Mail® Refunds (AIC 676)
(Postage and fees for service failure or not rendered) |
| <input type="checkbox"/> Spoiled/Unused Printed Customer Meter Postage (AIC 526)
(Legible postage meter stamps must be submitted to USPS.) | <input type="checkbox"/> Sure Money® Refund (AIC 645/646) - Issued Locally |
| <input type="checkbox"/> Refund of Permit Postage and Fees (AIC 528)
(Damaged printed mailing, refund of annual fee) | <input type="checkbox"/> Withdrawal from Advance Deposit Account (AIC 470/453)
<input type="checkbox"/> Close Account <input type="checkbox"/> Partial Refund |
| <input type="checkbox"/> Refund of Fees and Retail Services (AIC 535)
(PO Box keys and service fees) | <input type="checkbox"/> 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

[illegible]

Approved Amount of Disbursement

\$									
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Post Office ZIP + 4

Finance Number and Unit ID

Telephone No. (Include area code)

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Print Contact Name

[illegible]

Certifying Employee Signature

Date _____

Witness Signature

Date _____

Part 3 - Postage 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 window. Charges are assessed at 10% off the face value of the indicia, if the total is \$350 or less. If the total face value is more than \$350, a charge of \$35 per hour is assessed for the actual hours to process the refund; the minimum charge is \$35.

Meter Manufacturer _____

Meter Serial No. _____

Meter License _____

(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					—
(10% of face value or \$35 per hour if over \$350. Minimum charge is \$35.)					
Post Offices must destroy customer meter stamps to prevent reuse. The manager and a witness must sign to certify that the meter impressions listed above were destroyed.			Total To Be Refunded		\$
Supervisor/Manager Signature		Date	Witness Signature		Date

Part 4 - Special 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 money order refund issued enter the money order serial number below.
- 5) **DO NOT SUBMIT PS Form 3533 to Scanning and Imaging Center if a refund is issued locally.**

Payee Signature or Money Order Serial Number: _____

Date _____

Part 6 - Disbursements Processed by the Accounting Service Center (ASC)

- 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 "Request Disbursement For" section.)
 - b) If this is a withdrawal from an advance deposit account, use the appropriate AIC 453 for BRM/Postage Due or AIC 470 for permit.
 - c) Ensure the offset to AIC 280, Disbursement Sent to ASC, 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 to the USPS Scanning and Imaging Center.**
- 5) Customer will receive the payment from USPS. **NOTE:** Maintain a copy of the PS Form 3533 locally for 90 days.