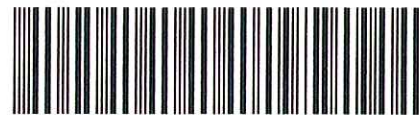




Application for Refund of Fees, Products and Withdrawal of Customer Accounts

(Use blue or black ink and print within the boxes.)



0009000000093039322

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

Customer/Company Name

Grid for Customer/Company Name

Attention

Grid for Attention

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

Grid for Mailing Address

Apt. or Suite No.

Grid for Apt. or Suite No.

City

Grid for City

State

Grid for State

ZIP + 4®

Grid for ZIP + 4

Telephone No. (Include area code)

Grid for Telephone No.

Amount of Refund Request

Grid for Amount of Refund Request

Customer Account No. or Postage Meter No.

Grid for Customer Account No. or Postage Meter No.

X

Signature of Customer (Required)

Grid for Date of Request

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)

- Refund Postage and Fees (AIC 553)
Post Office PVI Error - Issued Locally
Refund of Extra Services Fees - Service not rendered
Spoiled/Unused Printed Customer Meter Postage (AIC 526)
Refund of Permit Postage and Fees (AIC 528)
Refund of Fees and Retail Services (AIC 535)
Refund for Postal Service™ Related Products (AIC 608)
Refund Miscellaneous Non-Postal Service Revenue - (AIC 624)
Express Mail® Refunds (AIC 676)
Sure Money® Refund (AIC 645/646) - Issued Locally
Withdrawal from Advance Deposit Account (AIC 470/453)
Other Refunds (AIC _____)

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).

Grid for Customer TIN#

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

Post Office

Grid for Post Office

Approved Amount of Disbursement

Grid for Approved Amount of Disbursement

Post Office ZIP + 4

Grid for Post Office ZIP + 4

Finance Number and Unit ID

Grid for Finance Number and Unit ID

Telephone No. (Include area code)

Grid for Telephone No.

Print Contact Name

Grid for Print Contact Name

Note: Customer signature required in Part 1.

Certifying Employee Signature

Date

Witness Signature

Date

- 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 to the USPS Scanning and Imaging Center.**
- 5) Maintain a copy of the PS Form 3533 locally as a support document for PS Form 1412.

Part 6 - Disbursements Processed by the Accounting Services

Payee Signature or Money Order Serial Number: _____ Date _____

- 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 to Scanning and Imaging Center if a refund is issued locally.**

Part 5 - Disbursements for Refunds (Issued Locally)

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

Explain the reason for the requested refund: _____

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

Supervisor/Manager Signature		Date	Witness Signature		Date
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.			Total To Be Refunded		\$ _____
			Less Charges (10% of face value or \$35 per hour if over \$350. Minimum charge is \$35.)		—
			Grand Total of Postage Value		\$ _____
Total Postage Value		Total Postage Value		Total Postage Value	
Number of Pieces	Amount Each	Postage Value	Number of Pieces	Amount Each	Postage Value

(Group and list by postage units or value) (Group and list by postage units or value)

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

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 \$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 postage affixed on BRM pieces or meter stamps; the minimum charge is \$35.

Part 3 - Postage Affixed on BRM or Meter Stamps (excluding PC Postage®) (For Official Use Only)