

(For Official Use Only)

Part 3 - Postage or Meter Stamps (Excluding PC Postage™)

(Group and list postage units or value)

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

[illegible]

Total Postage Face Value	\$
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Less Charges	
(10% of face value or \$35 per hour if over \$350. Minimum charge is \$35)	—

Total to be Refunded	\$
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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.

Supervisor/Manager Signature	Date
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Witness Signature	Date
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Part 4 - Special Service and Other Refunds

(Note: Fees for registered, insured, and COD services are not ordinarily refundable.)

Completely explain the reason for requested refund:

Amount of Refund to Which Claimant is Entitled (In accordance with USPS policy)	\$
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Part 5 - Receipt for Refund

- If cash refund, obtain payee's signature below; if postal check or money order refund, enter check/money order number below.
- Local refund, do not submit Form 3533 to Scanning and Imaging Center.
- Ensure the proper accounting entries are performed on the Unit 1412.

Payee Signature or Check/Money Order No.:	Date
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Part 6 - Refund Not Processed at Shared Services (\$500.01 or more)	
6.01	Refund Not Processed at Shared Services (\$500.01 or more)

- a) Ensure the proper accounting entries are performed on the Unit 1412; enter the authorized refund amount into the correct "Refund AIC" and offset to AIC 280, *Disbursement Sent to Shared Services/Accounting*.
- b) Forward completed PS Form 3533 with certifying and witness signatures to the following address:

**SCANNING AND IMAGING CENTER
UNITED STATES POSTAL SERVICE
PO BOX 9000
SIOUX FALLS SD 57117-9000**

- c) Customer will receive a USPS commercial check in the mail.