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

Attention

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

ZIP + 4®

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

City

State

Apt. or Suite No.

ZIP + 4®

Telephone No. (Include area code)

Amount of Refund Request

Customer Account No. or Postage Meter No.

Signature of Customer

Date of Request (MM/DD/YYYY)

Refund of Fees and Retail Services (AIC 535)

Refund Postage and Fees (AIC 553)

Refund for Postal Service™ Related Products (AIC 608)

(e.g., merchandise)

Refund Miscellaneous Non-Postal Service Revenue - (AIC 624)

(Previously recorded into AIC 126)

Express Mail® Refunds (AIC 676)

(Postage and fees for service failure or not rendered)

Sure Money® Refund (AIC 645/646) - Issued Locally

Withdrawal from Advance Deposit Account (AIC 470/453)

Refund Postage and Fees (AIC 553)

Refund of Permit Postage and Fees (AIC 528)

(Damaged printed mailing, refund of annual fee)

Sure Money® Refund (AIC 645/646) - Issued Locally

Withdrawal from Advance Deposit Account (AIC 470/453)

Refund of Special Service Fees (Service not rendered)

(Certified Mail™, Registered Mail™, Delivery Confirmation™, etc.)

Refund of Permit Postage and Fees (AIC 528)

(Damaged printed mailing, refund of annual fee)

Refund Miscellaneous Non-Postal Service Revenue - (AIC 624)

(Previously recorded into AIC 126)

Partial Refund

Refund of Special Service Fees - Service not rendered

(Certified Mail™, Registered Mail™, Delivery Confirmation™, etc.)

Refund of Permit Postage and Fees (AIC 528)

(Damaged printed mailing, refund of annual fee)

Refund of Special Service Fees (AIC 526)

(Legible postage meter stamps must be submitted to USPS.)

Refund of Permit Postage and Fees (AIC 528)

(Damaged printed mailing, refund of annual fee)

Refund Miscellaneous Non-Postal Service Revenue - (AIC 624)

(Previously recorded into AIC 126)

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#

Post Office

Approved Amount of Disbursement

$ 

Post Office ZIP + 4

Finance Number and Unit ID

Telephone No. (Include area code)

Print Contact Name

Certifying Employee Signature

Date

Witness Signature

Date

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**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.

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<th>Meter Manufacturer</th>
<th>Meter Serial No.</th>
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(10% of face value or $35 per hour if over $350. Minimum charge is $35.)

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<tr>
<th>Number of Pieces</th>
<th>Amount Each</th>
<th>Postage Value</th>
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Total Postage Value

Grand Total of Postage Value $__________

Less Charges —

Total To Be Refunded $__________

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

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.

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