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FORMS USED IN THIS HANDBOOK

Application and Voucher for Refund of Postage and Fees	PS-3533, required by the U.S. Postal Service when requesting refund for undelivered Express Mail.
Application to Mail Without Affixing Postage Stamps	PS-3601, used to request licensing of contractors to handle HUD's official mail.
Daily Workload Tally of Official Mailings	HUD-97, used by HUD mailrooms during mail sampling periods to support postal accountability requirements.
Domestic Return Receipt	PS-3811, required by the U.S. Postal Service when return receipt is required from addressee.
For Registered, Insured, C.O.D., Certified and Express Mail	PS-3877, utilized by the U.S. Postal Service to gain acceptance of mail delivered.
Mailing Statement for Official Third-Class Bulk Rate Mail	PS-3602, used by HUD contractors to obtain verification of each mailing from the U.S. Postal Service.
Messenger Receipt	HUD-651, used to control incoming Registered, Certified, and Special Delivery mail.
Postal Accountability Report RMS:HI.00051R	HUD-706, used by all organizational elements to report semi-annual postage costs.
Request for Special Mailing	HUD-650, used to justify use of mail classes other than First and Fourth-Class mail.
Routing and Transmittal Slip	OF-41, used to transmit correspondence and/or material throughout the Department.
Statement of Mailing with Penalty Permit Imprints	PS-3602-G, used by contractors performing mailings for the Government Printing Office.
Statement of Mailing with Permit Imprints	PS-3602, used by HUD contractors to obtain verification of each mailing from the U.S. Postal Service.

Supplemental/Bulk Mailing
Record

HUD-97.1, used to record daily mailing
statistics.

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FOREWORD

This Handbook states the policy and objectives of a Department-wide Mail Management Program. In addition, it assigns responsibility for carrying out the Program. Also included are guidelines, standards and reimbursement reporting requirements.

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