

USPS POSTAGE METER RESERVE ACCOUNT FUNDING OPTIONS

FP Mailing Solutions
140 N. Mitchell Ct., Suite 200
Addison, IL 60101-5627
Tel: 800-341-6052



How Postage Payments Work

1. Postage funds are purchased in advance.
2. FP adds the funds to your USPS postage meter reserve account.
3. End user then download funds to the postage meter.

Postage funds are prepaid.

We do not invoice for postage.

FP customers have several options to purchase postage, most with no fees.

PAYMENT METHOD	FUNDS AVAILABILITY	FEE	MAX AMT
Direct Debit by Reset Debit	Immediate	\$0.00	\$9990
Direct Debit by Debit-On-Demand	Immediate	\$0.00	Unlimited
ACH/Wire Transfer	48-72 hours	\$0.00	Unlimited
Mail-In Check by First Class Mail	10-12 business days	\$0.00	Unlimited
Mail-In Check by Overnight Mail	3-5 business days	\$0.00	Unlimited
Credit Card	Immediate <i>*see conditions</i>	Varies	\$1,000
e-Check	Immediate <i>*see conditions</i>	\$7.00	\$1,000

✓ Direct Debit Program: Reset Debit *or* Debit-On-Demand

Direct Debit is the most efficient method for funding your USPS postage account. There is no fee for postage meter account reserve account payments through the Direct Debit program. Your funds will be available immediately when you purchase postage.

FP offers two types of Direct Debit postage payments.

- **Reset Debit** Whenever you need postage simply perform a postage value download on your meter to have funds withdrawn directly from your specified bank account and immediately available for printing postage.
- **Debit-on-Demand** Login to your account online and choose Purchase Postage by Debit-On-Demand to transferred funds from your checking account to your USPS postage account.

Sign up for the Direct Debit Program online through the FP Customer Portal <https://www.fp-usa.com/customer-portals>. When signing up for Debit-on-Demand, you can optionally create a special password for Debit-on-Demand withdrawals.

Upon completion:

- You will receive an email with an authorization form that must be completed and returned to postage@fp-usa.com.
- There is a 24-hour **setup delay** for the service to be available once we receive and process the signed form.

IMPORTANT! Direct Debit Warnings

Inform Your Bank First: Please provide your bank with Francotyp Postalia (FP Mailing Solutions) **Authorized Debtor Reference Number 138-1716563** to ensure transactions are not rejected by your bank.

Enter the Correct Banking Information: Typos will cause transactions to fail. Always double check your information.

✓ ACH/Wire Transfer

To pay for postage by ACH/Wire Transfer, download **Pay Postage by ACH or Wire Transfer** form from www.fp-usa.com/postage-support with the Citibank routing number to transfer funds to your USPS postage account. Please include your USPS Customer Identification Number (CIN) so your funds will get into your postage account.

There is no fee for postage by ACH/Wire Transfer. Your funds will be available in 48-72 hours.

✓ Check by Mail

Include the following when you mail FP your postage payment by check:

1. Make the check payable to "CMRS-FP" (US Postal Service Computerized Meter Resetting System for FP).
2. Include a deposit slip coupon.
3. Write the 12-digit USPS Customer Identification Number (CIN) on the face of the check (not on stub).

Provide your bank with one of the regular mail addresses below in order to setup a direct payment or reoccurring payment to put funds in your USPS postage reserve account. Include your 12-digit USPS Customer Identification Number (CIN).

Send your check to the appropriate regional lock box below.	
FIRST CLASS MAIL CMRS-FP PO Box 894707 Los Angeles, CA 90189-4707 CMRS-FP PO Box 7247-0119 Philadelphia, PA 19170-0119 CMRS-FP PO Box 0505 Carol Stream, IL 60132-0505	OVERNIGHT MAIL First Date Remitco ATTN: USPS-FP 4707 2525 Corporate Way #250 Monterey Park, CA 91754 CMRS-FP ATTN: Lock Box Dept. 0505 Third Floor 8430 West Bryn Mawr Ave. Chicago, IL 60631

There is no fee for processing postage payments sent by mail. Funds should be available within 10-12 business days (check sent by First Class Mail) or 3-5 business days (check sent by Overnight Mail).

✓ Pay Online via Credit Card or eCheck

When logged into your account online simply select Credit Card or E-check as your payment method and **carefully** enter the requested information. Credit Card fees vary by the transaction value. eChecks have a flat \$7.00 transaction fee. Your funds will be available immediately.

Failed Payment Fee

There will be a **\$50 fee** billed to the customer for failed payments. Your customer contract states that you agree to have funds available in your bank account when you write a check or authorize a debit.