

## How to Apply for Authorization to Mail at Nonprofit Rates

1. Get a copy of Form 3624, Application to Mail at Nonprofit Standard Mail Rates. The form also is available from your postmaster or [local business mail entry unit](#).
  - [Form 3624, Application to Mail at Nonprofit Standard Mail Rates in PDF format](#).

2. Fill out Form 3624. Lines 1-5 and Lines 7-14 are self-explanatory. For Line 6, check the category (ONLY ONE) under which you are applying.

3. Required documentation. You must submit some documentation with your application to support your claim for nonprofit rates:

Formative papers—e.g., articles of incorporation, constitution, or charter.

IRS letter of exemption from payment of federal income tax.

Other evidence of nonprofit status—e.g., a financial statement prepared by an independent auditor substantiating organization's nonprofit status (statement must include balance sheets, notes, etc.).

4. Some mailers provide additional supporting documentation:

List of the organization's activities during the past 12 months.

Financial statement showing receipts and expenditures for the past fiscal year, plus the budget for the current year.

Other documents of operation—e.g., the organization's bulletins, minutes of meetings, brochures.

5. Submit the completed form and supporting documentation to your postmaster or at the [business mail entry unit](#).
6. Your application will be reviewed by the Postal Service. If there are any questions about the application or if additional supporting documentation is needed, a postal specialist will contact you directly. It usually takes about two weeks for your application to be approved.
7. You can mail your organization's material while the nonprofit application is pending. Until you receive nonprofit authorization, you must pay postage at the regular (higher) Standard Mail rates. Then, once your nonprofit application is approved, you can request a refund of the difference between the regular and nonprofit rates.
8. To request a refund, complete Form 3533, Application and Voucher for Refund of Postage, Fees, and Services. The form also is available from your postmaster or [local business mail entry unit](#).
  - [Form 3533, Application and Voucher for Refund of Postage, Fees, and Services in PDF Format](#)

Submit Form 3533 with a copy of your dated nonprofit application and copies of your postage statements. If you have not kept copies of your postage statements, the USPS can usually provide the postage records. It takes about two weeks to receive your refund check.

Once you have been approved to mail at nonprofit rates, in order to keep that authorization, you must make a mailing at nonprofit rates at least once during a two-year period at each office where you are authorized. Otherwise, your authorization could be revoked.

[Who qualifies for nonprofit rates?](#)

## Quick Service Guide 703, Nonprofit Standard Mail Eligibility

- [Quick Service Guide 703 in PDF format](#)
- [Quick Service Guide 703 in HTML format](#)

### [Calculate your nonprofit postage](#)

#### **TIP**

*Not sure what category to check? It must be one of the categories listed in Line 6 for your organization to be eligible. Review the categories for eligible nonprofit organizations.*

- [Categories for eligible nonprofit organizations in PDF format](#)
- [Categories for eligible nonprofit organizations in HTML format](#)

*Not sure what to provide? Review general documentation requirements.*

- [General documentation requirements in PDF format](#)
- [General documentation requirements in HTML format](#)

### [Download Adobe Acrobat Reader](#)

*Not sure if you're providing enough documentation? Don't worry. A postal specialist will contact you if any additional documentation must be provided.*

*There is NO FEE to apply for nonprofit status. However, you will need to pay an [annual mailing fee](#) and, if you decide to pay with permit imprint, a [permit imprint application fee](#).*

*When your application is approved, you will receive an authorization letter from the Postal Service. A copy also will go to the post office where you are authorized to mail at Nonprofit rates. Be sure to save your copy of the letter as evidence that you have been authorized.*