

## Clearing and Mailing Your Direct Mail from Truth Advertising

**If you have chosen to clear your mail yourself you will need to be aware of the process.**

**First.** Make sure all your paperwork was included with your shipment. Truth Advertising has taken the time to fill these forms out for you.

**You should have:**

**Form 3602N:** Postage statement Non Profit Mailing

**Form 8125:** Plant Verified Drop Shipment (included only if you will be dropping mail at additional Post Offices).

**CASS Certification forms:** These will need to be presented when clearing your mail. This forms let the Post Office know that the list you used is current and qualifies you for the lowest postage available.

**Samples:** You should have an extra 300-500 samples with your order. Please use these to pass out to your congregation to invite friends, relatives, etc.

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**Your mailers will arrive 1 of 2 ways:**

If you have ordered a smaller number of mailers to save you extra costs in shipping we will have boxed and banded your mailers. Please do not remove the bands. Upon arrival at the Post Office you will need to place your bundles in trays. Each tray will represent a zip code.

If you have ordered a large number of mailers, they will already be trayed for you, with appropriate label tags on each tray.

**Clearing at the Post Office:**

You must present your mail at the Post Office that holds your Non Profit permit first.

Go to the back of your post office to the loading docks and find the bulk mail clearing entrance. Bring all of your trays and all paperwork with you. You should look for a mail dolly to make it easier for you. Let them know you are clearing Non Profit bulk mail.

You will present them with your filled out form 3602N. They should take 10 pieces from your trays and weigh them. They will then weigh the entire shipment to verify the weights we have entered for you on your paperwork and the total weight of your mail match up.

They should then ask for your CASS certification report to make sure the list you used was up to date.

Once that is done, you will present them with a check to deposit into you permit account. This amount will also be filled in for you on your paperwork.

If this is the only Post Office your mail clears from you are done. Have them sign your paperwork and take the receipt.

**If you have additional Post Offices.**

Truth Advertising usually clears your mail and fills out paperwork for the lowest possible postage. This is called the DDU rate.

If this is the case you will have a form 8125 Plant Verified Drop Shipment for each additional Post Office you need to drop your mail at. In the top right corner should be the address of that Post Office.

You must have your clerk sign each 8125 after he clears your mail. This is your receipt to show the next Post Office your mail has already been paid for.

Once your 8125's are signed you will leave any trays that the Post Office you are at will mail for you, and then take the rest of the trays with you to clear at any additional Post Office you may need to drop at. Each tray should have zip code tags on them, and your 8125 should also have the number of trays that go to each Post Office filled in.

Take your trays to each Post Office as well as a signed 8125 with you to each Post Office. Simply go to the back of the next Post Office and tell them you have a Plant Verified Drop Shipment that has already been paid for. Show them the corresponding drop shipment form, have them sign that they have received it. Keep a copy for your records and proceed to the next Post Office.

That is it. If you follow these instructions you should not have a problem.

**Additional things you should know:**

Some Post Offices require you to make an appointment to clear your mail.

- There is no appointment necessary to drop a Plant Verified Drop Shipment

Some Post Offices have certain hours they accept bulk mail.

- Most only accept mail up to 3:00 pm

You must have your permit updated every year.

- Each year you are required to update your permit for \$160. If you haven't kept it updated you may need to pay this fee.

If you don't use your permit you can lose your Non Profit status.

- You must use your permit once every 2 years or you will lose your Non Profit status

**Truth Advertising can handle all the mail for you under our "Ghost Permitting" option eliminating all the work on your part, while still dropping at your local Post Offices and letting you avoid paying your \$150 yearly permit renewal fee. For more info on this process, use [this link](#).**