

Common Reasons Your Mailing May Be Rejected or Incur Additional Charges

- **“Move Update Method” not used** <http://pe.usps.com/text/qsg300/q230a.htm>
Any discounted mailing must use one of 3 approved Move Update Methods
 - 1 - NCOA check - Mailing list is checked against USPS National Change of Address database using approved software.
 - 2 - Alternate Address Format - “or Current Resident” used within address block.
 - 3 - Ancillary Endorsement - “Return Service Requested” or “Address Service Requested”
In order for this to satisfy the Move Update Method this must be used at least every 95 days.
Regulations regarding the placement of the endorsement apply.
- **Missing, Misplaced or Incorrect Ancillary Endorsement** <http://pe.usps.com/text/qsg300/q507.htm>
- **Incorrect Addressing Placement**
Labels skewed or in wrong location on mail piece
- **Ineligible Content** <http://pe.usps.com/text/standardeligibility/>
Statement, Invoices, Personalized Information and Typed or Handwritten Content are not eligible to be mailed at Standard Rates (Bulk Mail)

Advertising of a “for profit business” is not permitted to be included within the content of a Non Profit Mailing.
- **Unpaid Permit Fees or Insufficient Permit Funds**
- **Incorrect Metered Postage or Permit Imprint** <http://pe.usps.com/text/qsg300/Q604d.htm>
Incorrect or missing information within Permit Endicia
Non Profit status must be used at least every 2 years or a new application is required.
- **Incorrect Folding, Tapping, and Paper Weight for Folded Self-Mailers**
<https://ribbs.usps.gov/index.cfm?page=fsm>
- **Non Identical Weights using Permit Imprint**
Weight is used to verify the accuracy of the number of pieces in your mailing when using a permit, therefore all pieces must be identical.
- **Sorting Errors** - Mailings must be sorted and trayed or sacked according to specific guidelines depending on mail class and processing category.
- **Non Machinable Surcharge Required**
Mail must meet the physical characteristics for a particular mail class as described in the Domestic Mail Manual.

Common errors include: Incorrect length to width ratio.
Mail piece too thick or too thin.
Mail Piece too rigid or too flexible.

Refer to DMM for detailed explanation of Physical Characteristic of Postcards, Letters and Flats
<http://pe.usps.com/text/dmm300/201.htm>

If uncertain about aspects of your next mailing project, please contact USPS- Business Mail Entry or a qualified Mailing Agent prior to printing or preparing your mailing.