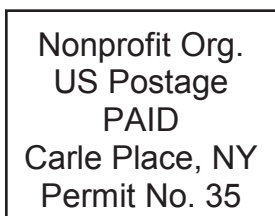


**Applying for Authorization to Mail
Non-Profit Standard Mail Rates from Carle Place, New York:**

1. Complete PS Form 3623 - Application For Nonprofit Standard Mail Rates at Additional Mailing Office.
2. Type a letter on your organization's letterhead to the Postmaster requesting authorization to mail at Nonprofit Standard Mail Rates from an additional mailing office.
3. Sign PS Form 3623 and the letter and fax both to us at 516-997-5739. Keep copies for your records.
4. In two to four days you will receive a letter from the Postal Service Rates and Classifications Center notifying you of approval to mail from Carle Place at non-profit rates. Please notify The Marsid M&M Group that approval was received. The Carle Place Post Office will also receive notification.
5. When preparing a publication to be mailed from Carle Place at the non-profit rate, make sure that the Marsid-M&M Group indicia is printed on your publication - or we can place the indicia for you. See sample below.



**Questions? Please call The Marsid-M&M Group at
1-877-mmprint**

(YOUR LETTERHEAD)

Date _____

Postmaster
Carle Place, NY 11514

Dear Postmaster:

We are requesting authorization to mail at the special non-profit third-class rate of postage at an additional office.

Attached is form 3623 with information requested. The name of our organization is
(your organization name)

We presently mail at a non-profit rate from (name of city where your permit is registered). We would like to work with The Marsid-M&M Group and be able to mail at a non-profit rate from Carle Place, New York.

Thank you,

Sincerely,
Your Name
Your Title

Note For Applicant --- This letter must be on the company's letterhead and signed by an official of the organization. "Official" usually means "employee".



Request for Confirmation of Authorization (or Pending Application) to Mail at Nonprofit Standard Mail Prices

Part 1 (For completion by applicant)

- Any organization currently authorized or that has filed an application that is pending authorization to mail at the Nonprofit Standard Mail prices by the Postal Service™ may obtain confirmation of authorization or pending application to mail at Nonprofit Standard Mail prices for mailings to be entered at a PostOffice™ outside the PostalOne!® system.
- Confirmation of authorization to mail at Nonprofit Standard Mail prices or application pending to mail at those prices will be issued only to the organization holding the original authorization or that has applied for authorization.
- The organization name in item 1 must match the name of the authorized organization exactly. The applicant named in item 3 must be an authorized official of the organization completing this form.
- File a separate request for confirmation for each Post Office (not a station or a branch) outside the PostalOne! system for which your organization wants to mail at Nonprofit Standard Mail prices.
- Submit the completed request to the postmaster at the Post Office outside the PostalOne! system where confirmation of authorization or pending application to mail at Nonprofit Standard Mail prices is needed.

No application fee is required. Please be sure all information is complete. Please type or print legibly.

1. Complete Name of Organization	5. Nonprofit Standard Mail authorization number or pending application number.
2. Street Address of Organization (Number, street, apartment or suite number, city, state, and ZIP+4®)	6. Post Office (not station or branch) where mailings will be made and where confirmation of authorization or application pending authorization to mail at Nonprofit Standard Mail prices is requested.
3. Name of Person Making this Request (Must be a responsible official of the requesting organization.)	
4. Telephone Number (Include area code)	7. Estimated date of first mailing at Post Office indicated in item 6.

I certify that the statements made by me are true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

I further understand that, if this application is approved, a postage refund for the difference between the regular Standard Mail and Nonprofit Standard Mail prices may be made for only those regular Standard Mail mailings entered at the post office identified above while this application is pending, provided that the conditions set forth in Domestic Mail Manual 703.1 and 703.1.9 are met.

8. Signature of Applicant	9. Title	10. Date
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Part 2 (For completion by postmaster at Non-PostalOne! Post Office when application filed)

<ul style="list-style-type: none"> Be sure that the applicant has completed items 1 to 10 in Part 1. If the national authorization number is known, the postmaster should request confirmation by calling the Pricing and Classification Service Center at one of the following numbers: <ul style="list-style-type: none"> Eastern, New York Metro, and Northeast Areas (212) 330-5360 Cap Metro, Southeast, and Southwest Areas (212) 330-5361 Great Lakes, Pacific and Western Areas (212) 330-5362 Retain applications approved by telephone at the Post Office. A copy of the authorization letter sent to the applicant will be sent to the postmaster. Send applications not processed by telephone to: <p>Pricing and Classification Service Center PO Box 3623 New York NY 10008-3623</p> 	<p>1. <input type="checkbox"/> Check here if authorized by telephone and enter the authorization number issued by the Postal Service.</p> <p>2. Signature of Postmaster (Or designated representative)</p> <p>3. Date Application Filed With Post Office (Round stamp)</p>
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