



FP Mailing Solutions
140 N. Mitchell Ct., Suite 200
Addison, IL 60101-5629
Tel 800.341.6052
Fax 800.341.5141

Customer Application for Direct Debit of USPS Postage or Change of Bank Information

We recently received a Direct Debit application from your company. Please find attached an authorization form to have USPS postage payments debited directly from your bank account. Upon receipt of your completed authorization, we will send a pre-note or a “test” debit in order to verify your account information. This process takes 24 to 48 hours to complete.

****Debit of USPS postage funds cannot take place until the authorization procedure has been completed.****

There are two different direct debit options:

RESET DEBIT – This form of debit is the quickest way to obtain postage. To transfer funds from your checking account to your USPS postage account, all you need to do is reset your meter. There is no need to apply online in advance to have the funds transferred. As an example, if you reset your meter for \$300, as you reset the meter a transfer is initiated to withdraw \$300 from your checking account. This transfer can be performed 24 hours a day, 7 days a week, including holidays.

DEBIT ON DEMAND – This form of debit requires you to log in to “My FP Login” on our website www.fp-usa.com to request funds to be transferred to your USPS reserve account prior to resetting your meter. This must be done for each debit transaction. Funds will be made available immediately upon confirmation of the request. Our website is available 7 days a week, 24 hours a day.

Please email your completed authorization form to custserv@fp-usa.com or fax to 800-607-3738.

If you have any questions regarding the application and or authorization of this request, please call Customer Care at (800) 341-6052 option 6. Our hours of operation are Monday through Friday, 7:30am to 7:00pm CST.



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Customer Authorization for Direct Debit Payment For USPS Postage Used in **teleset™**/CMRS Meters

By completing the information listed below, you are authorizing FP Mailing Solutions to debit (charge) your bank account automatically for the purpose of transferring funds to the United States Postal Service so that you may set your FP meter(s) through its **teleset™** system. **In addition, you agree to have sufficient funds in your designated account to cover the amount of the debit requested by your company. At no time will FP Mailing Solutions debit your account for any amount not authorized by you for postage.**

There will be a \$50 fee billed to the customer for failed payments. In the customer's contract, it states the customer agrees to have funds available in their account when they write a check or authorize a debit.

Please complete all information to avoid any delay.

Authorization

Change of Bank

Company Name:	
Authorized User's Name:	
Telephone No.:	Fax No.:
E-Mail Address:	E-Mail Statement After Reset Desired? <input type="checkbox"/> Yes <input type="checkbox"/> No
Meter Serial No.:	Customer Account No.:

Printed Name:	Title:
Authorized Signature:	Date:

Please email your completed authorization form to custserv@fp-usa.com or fax to 800-607-3738.

If you have any questions, please call Customer Care (800) 341-6052 option 6 Monday through Friday, 7:30a.m. to 7:00p.m. CST.