



# POSTAGE PAYMENT OPTIONS

FP customers have several options to purchase postage, most with no fees.

	PAYMENT METHOD	FUNDS AVAILABILITY	FEE	MAX AMT
1	<b>Direct Debit</b> by Reset Debit	Immediate	\$0.00	\$9990
2	<b>Direct Debit</b> by Debit-On-Demand	Immediate	\$0.00	Unlimited
3	<b>ACH/Wire Transfer</b>	48-72 hours	\$0.00	Unlimited
4	<b>Mail-In Check</b> by First Class Mail	10-12 business days	\$0.00	Unlimited
5	<b>Mail-In Check</b> by Overnight Mail	3-5 business days	\$0.00	Unlimited
6	<b>Credit Card</b>	Immediate *see conditions	Varies	\$1,000
7	<b>E-Check</b>	Immediate *see conditions	\$7.00	\$1,000

## How Postage Payments Work

1. Purchase postage using one of the seven available methods.
2. FP adds the funds to your USPS postage account.
3. You download funds to your postage meter.

Reset Debit doesn't require individual purchase for each postage transaction. See below for details.

## Postage Payment Methods in Detail

### Options 1 & 2: Direct Debit by Reset Debit or Debit-on-Demand

Direct Debit is the most efficient method for funding your USPS postage account. For authorization to transfer funds electronically from your checking account, sign up for Direct Debit at [MyOneFP.com](http://MyOneFP.com) under the Purchase Postage menu.

Upon completion:

- You will receive an email with an authorization form that must be completed and returned to [postage@fp-usa.com](mailto:postage@fp-usa.com).
- There is a 24-hour **setup delay** for the service to be available once we receive and process the signed form.

There is no fee for postage by Direct Debit. Your funds will be available immediately when you purchase postage.

**FP offers two types of Direct Debit postage payments.**

**1. Debit-on-Demand.** Login to MyOneFP and choose Purchase Postage by Debit On Demand to transferred funds from your checking account to your USPS postage account.

When signing up for Debit-on-Demand, you can optionally create a special password for Debit-on-Demand withdrawals.

**2. Reset Debit.** Whenever you need postage, perform a Reset (Teleset) on your meter to have funds withdrawn directly and available for printing postage.

### IMPORTANT! Direct Debit Warnings

Take care of the following, otherwise you risk penalty fees and bank account suspension.

**Inform Your Bank First:** Please inform your bank that Francotyp Postalia (FP's original company name) is authorized to debit your account for postage downloads.

**Enter the Correct Bank Numbers:** Ensure that the routing and bank account are correct.

With either of these Direct Debit options, FP Customer Service can set up parameters to limit the amount of postage reset each time, as well as the number of days between resets. For example, Location A can reset up to \$100 every 30 days. This is helpful when a business has several locations and the master postage account requests that limits be set. These limits can easily be changed at any time upon the customer's request. You can also request a postage statement to be emailed either after each reset, weekly or monthly.

### Option 3: ACH/Wire Transfer

To pay for postage by ACH/Wire Transfer, download **Pay Postage by ACH or Wire Transfer** form from [fp-usa.com/support](http://fp-usa.com/support) with the Citibank routing number to transfer funds to your USPS postage account. Please include your USPS Customer Identification Number (CIN) so your funds will get into your postage account.

There is no fee for postage by ACH/Wire Transfer. Your funds will be available immediately.

### Options 4-5: Mail-In Check

Include the following when you mail FP your postage payment by check:

1. Make the check payable to "CMRS-FP" (US Postal Service Computerized Meter Resetting System for FP).
2. Include a deposit slip coupon.
3. Write the 12-digit USPS Customer Identification Number (CIN) on the face of the check (not on stub).

Provide your bank with one of the regular mail addresses below in order to setup a direct payment or recurring payment to put funds in your USPS postage reserve account. Include your 12 digit USPS Customer Identification Number (CIN).

Send your check to the appropriate regional lock box below.	
<b>FIRST CLASS MAIL</b> CMRS-FP PO Box 894707 Los Angeles, CA 90189-4707 <b>CMRS-FP</b> <b>PO Box 7247-0119</b> <b>Philadelphia, PA 19170-0119</b> CMRS-FP PO Box 0505 Carol Stream, IL 60132-0505	<b>OVERNIGHT MAIL</b> First Date Remitco ATTN: USPS-FP 4707 2525 Corporate Way #250 Monterey Park, CA 91754 <b>CMRS-FP</b> <b>ATTN: Lock Box Dept. 0505 Third Floor</b> <b>8430 West Bryn Mawr Ave.</b> <b>Chicago, IL 60631</b>

There is no fee for postage by Mail-In Checks. **Funds should be available within 10-12 business days (check sent by First Class Mail) or 3-5 business days (check sent by Overnight Mail).**

### \* Credit cards / e-checks conditions

New Customer (less than 1 year)

- 1 credit card / e-check per week
- 2 different credit cards per month

Existing customers (over 1 year)

- 2 credit card / e-check per week
- 2 different credit cards per month

Major accounts should be referred to the MAP department.

## Option 6: Credit Card

Select Credit Card as your payment method when logged into MyOneFP, then enter the requested information.

Fees vary by the amounts you request. Your funds will be available immediately.

## Option 7: E-Check

Select E-Check as your payment method when logged into MyOneFP, then enter the requested information.

There is a \$7.00 fee for postage by E-Check. Your funds will be available immediately.

### Failed Payment Fee

There will be a **\$50 fee** billed to the customer for failed payments. Your customer contract states that you agree to have funds available in your bank account when you write a check or authorize a debit.