

**For:** State and County Offices

**Postage Due Process Questions and Answers (Q&A's)**

**Approved by:** Deputy Administrator for Management



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**1 Postage Due Q&A's**

**A Background**

Notice AS-2294, FSA Postage Due Process, provided the procedure for FSA's state and county offices to set up postage due accounts at their local post office.

**B Purpose**

This notice provides a list of frequently asked questions (FAQ's) concerning the postage due process. The FAQ's will address concerns the state and county offices may have during the transition process and provide solutions.

**C FAQ's**

**Q1: Who should be the point of contact on the form FSA-557, State and Office Mailing Cost Codes; the local FSA point of contact or the USPS point of contact?**

**A1:** The point of contact should be the local FSA point of contact.

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<b>Disposal Date</b>	<b>Distribution</b>
September 1, 2016 5-17-16	State Offices; State Offices relay to County Offices

1 Postage Due Q&A's (Continued)

C FAQ's (Continued)

**Q2: What happens if there is a balance or money left on a postage due account that is being closed?**

A2: Complete PS Form 3533, Application for Refund of Fees, to receive a refund and close the account. Once the state or county office receives the refund check, send it to Connie Saulka by either of the following:

- United States Postal Service (USPS) using the following address:

USDA/FSA/STOP 8558  
ATTN: Connie Saulka  
PO BOX 419205  
Kansas City, MO 64141-6202

- United Parcel Service (UPS)

USDA/FSA/STOP 8558  
ATTN: Connie Saulka  
2312 E. Bannister Rd  
Kansas City, MO 64131-3011.

**Q3: What is the purpose of the cost code provided on the form FSA-557, State and Office Mailing Cost Codes?**

A3: The cost code must be used with any large (mass) mailing if you are using the national permit number. This provides tracking of the use by each office.

**Q4: Does the cost code get printed on the envelopes or mailed piece?**

A4: No, it goes on the postage report (PS-3600), which the postal service receives when doing a large mailing.

**Q5: Should we update the information on the SharePoint site?**

A5: No, send all your updates to MSD by e-mail to **both** of the following:

- Kim Deal at **Kim.Deal@wdc.usda.gov** and
- Sam Johnson at **SamuelL.Johnson@wdc.usda.gov**.

## Notice AS-2296

### 1 Postage Due Q&A's (Continued)

#### C FAQ's (Continued)

**Q6: How do I get the finance number or is there more than one finance number?**

A6: There is only one finance number and the post office will provide the number once the postage due account is set up.

**Q7: Does the national Official Mail Accountability System (OMAS) account end with three or four zero's?**

A7: The national OMAS account is 13-0000; however, it can also be used with three zeros (13-000). Some local post offices have not been able to locate the account when using four zeros, but they can locate it if they only use three zeros.

#### E Contacts

If there are questions regarding this notice, contact either of the following:

- Kim Deal by either of the following:
  - e-mail to **Kim.Deal@wdc.usda.gov** or
  - telephone at 202-772-6046
- Sam Johnson by either of the following:
  - e-mail to **SamuelL.Johnson@wdc.usda.gov** or
  - telephone at 202-720-5338.