

Notification of Mail Drop to Treasury USPS Permit

This form is issued under the policies and procedures of the Michigan Department of Treasury. **It must be filed by all mailing vendors**, via facsimile machine or email, every time mail is delivered to the USPS for delivery under a Department of Treasury mail permit. It must be received by Treasury a **full THREE days** before delivery of mail to any USPS location, to ensure proper funds are available in the permit account before mail is sent.

Date	
To:	Telephone Number
Fax Number	Email Address
Vendor's Name (Include Contractor and Subcontractor)	
Contact Person	Telephone Number
Post Office Where Mail Will Be Dropped	Date Mail Dropped at USPS
Permit Number	<input type="checkbox"/> BMC Rate <input type="checkbox"/> SCF Rate
Title of Mail Piece	Weight of Mail Piece
Number of Pieces Mailed	Total Cost of Mailing

You must file a copy of the USPS 3602 with the Michigan Department of Treasury within 3 days of mailing, as required by contract.