

Refund Request for Unused Postage



Instructions:

- ✓ **STEP 1:** Collect the original misprinted postage and postage labels you intended to print on.
 - * You must include the labels intended for postage, even if they are usable.
 - * If postage did not print, provide a print out of your Print History and proceed to step 2. Refunds without postage are approved on a case-by-case basis.
- ✓ **STEP 2:** Sign Part 1 of this Refund Request form in the highlighted area below.
- ✓ **STEP 3:** Enclose the misprinted postage, postage labels, this **signed** Refund Request Form, and Postage Details (see last page(s)).
- ✓ **STEP 4:** Mail the envelope within 60 days of the postage print date to:
Attn: Misprint Refunds
4301 Bull Creek Rd Ste 300
Austin, TX 78731-5937

Privacy Act Statement: The collection of this information is authorized by 39 USC 401, 404, and 1206; Pub. L. 104-134. This information will be used to reimburse you when no service is rendered. As a routine use, the information may be disclosed to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the USPS is a party or has an interest; to a government agency in order to obtain information relevant to a USPS decision concerning employment, security clearances, contracts, licenses, grants, permits, or other benefits; to a congressional office at your request; to an expert consultant, or other person under contract with the USPS to fulfill an agency function; to a Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified accountant during an official audit of the USPS finances; to an investigator, administrative judge or complaints examiner appointed by the Equal Employment Opportunity Commission for investigation of a formal EEO complaint under 29 CFR 1614; to the Merit Systems Protection Board or Office of Special Counsel for proceedings or investigations involving personnel practices and other matters within their jurisdiction; to a labor organization as required by the National Labor Relations Act; to the Department of the Treasury for cross-matching under the Treasury Offset Program; and to a requestor, the name and address of the owner of leased property, or of the payee when different from the owner. Completion of this form is voluntary; however, if this information is not provided, a refund will not be considered.

Part 1 - Application Information (To be completed by customer)

Customer/Company Name:
llps

Mailing Address:
5859 W. Saginaw Hwy
Lansing MI 48917-2460

PC Postage Device ID:
062S0014950435

Email:
michaelb@llpsinc.com

Contact Phone:
(517) 321-4144

Certification Statement: I certify that I have not used the postage I am submitting for a misprint refund and that the United States Postal Service has not performed any service related to this postage. I understand that this claim will be verified by the United States Postal Service and/or its authorized representative. I also understand that filing false, fictitious or fraudulent refund requests for the return of U.S. postage is punishable under criminal laws of the United States, including 18 U.S.C. § 1001

Sign Here

Date Of Request:
10/11/2024

For Official Use Only:

Part 2a - Unused PC Postage Indicia Submitted				Part 2b - Verification of Indicia
Date in Indicia:	# of Pieces:	Face Value Each Piece:	Total Face Value:	Verified Amount (if different than Total Face Value):
10/11/2024	1	\$2.59	\$2.59	
Total Postage Face Value: \$2.59				

Part 3 - Calculation and Verification Of Refund

Total Verified Amount:	Reimbursement to be Reported to USPS:		
Less Processing Fee: N/A	Number Of Indicia:		
Total Refund Claimant is Entitled:	Reimbursable Amount:		
PC Postage Provider: ATTN: MISPRINT REFUNDS 4301 Bull Creek Rd Ste 300 Austin, TX 78731-5937	Certifying Employee Signature:		Date Refund Issued:

Postage Details

[illegible]