

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:

USPS® PC POSTAGE PRODUCTS

Postage Details

This is a detailed list of the total misprinted or unused postage you selected for refund. Please be sure to include this list with your refund submission. The USPS will use this information to ensure the postage and/or labels were not used.