

Reply Postage

Indicia generated by any postage evidencing system may be used to prepay reply postage on Express Mail; on Priority Mail when the rate is the same for all zones; on First-Class Mail cards, letters, and flats up to a maximum of 13 ounces; and on single-piece rate Media Mail and Library Mail, under the following conditions:

- a. The postage amount must be enough to prepay the postage in full.
- b. Indicia may be printed directly on the mailpiece or on a label and must be positioned in accordance with 9.3. An applied label must meet the standards in 9.11.
- c. Indicia used to prepay reply postage, except for IBI generated by a PC Postage system, must not show the date.
- d. IBI generated by a PC Postage system to prepay reply postage must show the date the licensee printed the indicium and must include the words "REPLY POSTAGE."
- e. The mailpiece must be pre-addressed for return to the licensee. Prepaid reply mail is delivered only to the address of the licensee. When the address is altered, the mail is held for postage.
- f. Except for those PC Postage systems with the capability to print an address for the given class or size of mailpiece, the address side of reply mail may be prepared by any photographic, mechanical, or electronic process or combination of such processes (other than handwriting, typewriting, or handstamping). For those PC Postage systems with the capability to print destination addresses for the given size and class of mailpiece, the address must be prepared using the PC Postage system.
- g. The words "NO POSTAGE STAMP NECESSARY POSTAGE HAS BEEN PREPAID BY" must be printed above the address. For barcoded letter-size First-Class Mail reply mail for all postage evidencing systems except PC Postage, FIM A may be used. For PC Postage, FIM D is required for prepaid reply mail when the indicium is printed directly on the mail piece.
- i. The address side must follow the style and content as described in this section and shown in the illustration below. Nothing may be added except a return address, FIM, or barcode.

