



2020 Account Set-Up for Election Ballots



Vote by Mail through the Postal Service is easier than ever! Start with a call to the Mailing and Shipping Solutions Center (MSSC) Help Desk, where our process experts are ready to guide you. Follow the steps within this document to create, design, and mail election ballots.

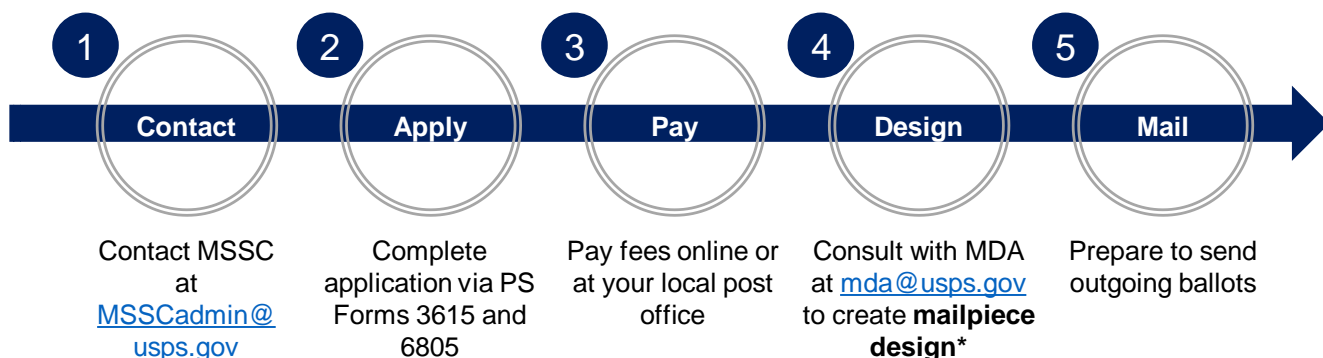
PREPAID BALLOT RETURN OPTIONS

Below listed prices are based on a letter size piece weighing one (1) ounce

Prepaid Return Options	Anticipated Annual Return Volume	Annual Fees	Per Piece Cost
Business Reply Mail (BRM)	<934 pieces	\$240	\$1.40 ★
BRM High Volume	>934 pieces	\$240 + \$725	\$0.643
Qualified Business Reply Mail (QBRM)	>616 pieces	\$725	\$0.606
QBRM High Volume	>167,276 pieces	\$725 + \$2,460 quarterly	\$0.549
Stamps	N/A	N/A	\$0.55
Metered Reply Mail	N/A	N/A	\$0.50

★ Only pay for ballots returned

PREPAID RETURN BALLOT STEPS



RESOURCES

- Business Customer Gateway <https://gateway.usps.com>
- Election Mail toolkit: <https://about.usps.com/election-mail/election-mail-resources.htm>
- ***Publication 631** Official Election Mail graphic guidelines and logos: <https://about.usps.com/publications/pub631.pdf>
- Publication 632 State and Local Election Mail - User Guide: <https://about.usps.com/publications/pub632.pdf>

CONTACT

Mailpiece Design Analysts and Mailing Requirements Clerks at the Mailing & Shipping Solutions Center (MSSC) Help Desk
Monday – Friday, 7am – 7pm CST
 1-877-672-0007
MSSCadmin@usps.gov



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A mailing permit is required to mail at discounted prices. There are several steps to setting up a permit, such as obtain a permit, select a payment method, pay related fees and present mailings at the office where the permit will be held. Customers should begin the process by contacting the Mailing & Shipping Solutions Center where our process experts are available to assist with identifying the right option for your mailing needs.

OUTBOUND BALLOTS MAILING OPTIONS

Option 1: Identify a Mail Service Provider (MSP) to prepare mailing

A MSP offers a variety of solutions to prepare and present Full-Service presort mailings. Consult with your MSP on how to:

- Provide/Manage the address list
- Print and Presort Mailings
- Enter mailings with the greatest discount available
- Eliminate annual fees

Option 2: Self-prepare and present mailing

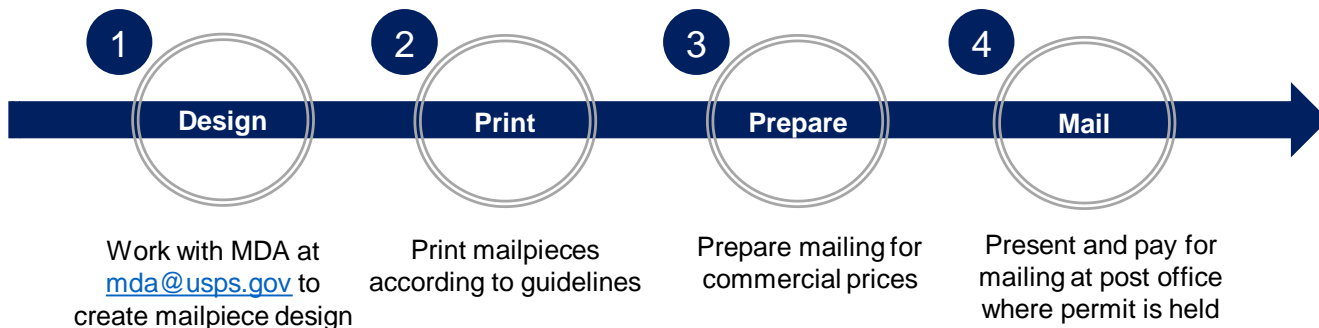
This option requires a mailing permit, fees paid, and mail prepared according to the Domestic Mail Manual (DMM) requirements. The Postal Service offers several self-guided mailing tools. Please contact the MSSC to get started.

Ask about getting your annual fee waived!

Outbound Permit Options	Annual Fees	One-Time Application Fee
Permit Imprint	\$240	\$240
Precanceled Stamp	\$240	N/A
Metered	\$240	N/A

The per piece prices vary depending on presort level and mail class.

OUTBOUND BALLOTS MAILING STEPS



RESOURCES

- Find Certified Vendors and Providers: <https://postalpro.usps.com/certifiedmmps>
- Election Mail Permit Based Solutions: <https://postalpro.usps.gov/mailing/election-political-mail/permit-solutions>

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