



## Alternate Marked Copy Program

The Postal Service requires publishers qualifying for Periodicals mailing privileges to provide the percentage of advertising and non-advertising content for each issue to determine the pound price charge ([DMM 207.2.1.5](#)) of the mailing. The Publisher provides the advertising percentages on **Periodicals Postage Statement PS Form 3541** and submits supporting documentation using one of four options outlined below.

- 1. Traditional Marked Copy:** Publishers supply a marked copy for each issue -- with the calculated percentage of advertising carried out to two decimal places -- so the advertising content can be verified by USPS. On the first page of each marked copy, the publisher must show the total units and percentage of space devoted to advertising and non-advertising in the copy. The marked copy can be presented to the Origin Entry or Additional Entry Office. ([DMM 207.16.2](#))
- 2. Periodicals Accuracy, Grading, and Evaluation (PAGE) Program:** Mailers are not required to submit marked copies if they are certified by the USPS to use the PAGE Program. The advertising percentage may be calculated and submitted using Publishing and Print Planning (PPP) software that has been certified by the Postal Service's PAGE Program. Certification of PAGE software is available only to those companies that develop or write PPP software and does not guarantee acceptance of the publisher's per-copy weights and advertising percentages prepared with PAGE-certified software. Although this program evaluates and validates advertising percentage calculations, PAGE does not eliminate physical review of issues or annual audits of Periodicals prepared using PAGE-certified software. ([DMM 207.16.6](#))
- 3. Waive Non-advertising Prices:** Instead of marking a copy of each issue to show the advertising portion, the publisher may pay postage at the advertising zoned prices on both portions, advertising and non-advertising, of all issues or editions of a Periodicals publication (except a requester publication). The copies provided to the postmaster must be marked "Advertising over 75%" or "Advertising not over 75%" on the first page. The entire weight of the copy must be entered on the postage statement in the column provided for the advertising portion. The words "Over 75%" or "Not over 75%" must be annotated on the postage statement and the word "Waived" must be written in the space provided for the weight of the non-advertising portion. ([DMM 207.17.2.3](#))
- 4. Alternate Marked Copy Program:** Publishers have the option to submit marked copies for Periodicals mailings at the time of the Statement of Ownership review; eliminating the requirement to provide marked copies with every mailing. This alternative is optional.

### Alternate Marked Copy Verification Process

- During the Statement of Ownership review USPS may request the publisher to submit single randomly selected marked copy(s) for each publication mailed after the publisher enrolled in the Alternate Marked Copy (AMC) Program.
  - USPS will verify the information provided within the marked copy is accurate and properly represented on any applicable postage statements.

# USPS Verification of Periodicals Advertising Percentage



## Alternate Marked Copy Program

- If it is determined that the marked copy advertising percentage is **less than or equal to 5%** of the advertising percentage represented on the applicable postage statement(s) (Sample 1 – Initial Review) the verification is complete, and no further action is taken.
- If it is determined that the marked copy advertising percentage is **greater than 5%** of the advertising percentage represented on the applicable postage statement(s) the initial verification fails (Sample 1 – Initial Review); four additional marked copies representing issues mailed after the publisher enrolled in the AMC program will be requested.
  - USPS will verify the information provided within the marked copy is accurate and properly represented on any applicable postage statements.
  - USPS will determine an average error percentage on the four additional copies.
  - The average error percentage will be applied to all un-sampled issues mailed after the publisher enrolled in the AMC program within the current fiscal year (October - September). Sampled copies will be charged using the advertising percentage determined during the verification, if **greater than 5%**.
- If during the review process it is determined that the publisher did not retain the appropriate marked copies as outlined in [DMM 207.16.2](#) the publisher will be returned to the traditional method of submitting marked copies with each mailing.

The examples below demonstrate the results of two verifications. In the first example the average error rate is under 5%. The second example shows an average error rate greater than 5%. Both verifications were performed on a publication with a monthly frequency.

### Example 1: Average error rate less than or equal to 5%

	(A)	(B)	(C)	(D)	(E)	(F)
	Editions:	Number of Pieces in Mailing	Postage Statement Advertising Percentage (PostalOne!)	Marked Copy Advertising Percentage (Clerk's Review)	Difference	Advertising Review Status (Pass/Fail)
<b>Periods Selected by Randomizer for Review:</b>						
Sample #1 (Initial Review)	01/01/20	1000	30.00%	38.00%	8.00%	Failed Initial Review Percentage Assessment - Difference GT 5% (apply % posted in Col D to postage statement for this edition)
Sample #2	12/01/19	1000	30.00%	31.00%	1.00%	Passed - Difference Within +/- 5% Tolerance
Sample #3	10/01/19	1000	20.00%	22.00%	2.00%	Passed - Difference Within +/- 5% Tolerance
Sample #4	07/01/20	1000	10.00%	10.00%	0.00%	Passed - Difference Within +/- 5% Tolerance
Sample #5	04/01/20	1000	15.00%	15.00%	0.00%	Passed - Difference Within +/- 5% Tolerance
Average Error Percentage					0.75%	Passed - Difference Within +/- 5% Tolerance

- In example 1, because the average error percentage is less than or equal to 5%, postage will be calculated for:
  - January 1, 2020 issue using the advertising percentage in column D.
  - December 1, 2019, October 1, 2019 and July 1, 2020, and April 1, 2020 issues using the advertising percentage in column C (no change).
  - Remaining un-sampled issues will not be impacted.

# USPS Verification of Periodicals Advertising Percentage



## Alternate Marked Copy Program

- Any additional postage will be withdrawn as one amount from the publication *PostalOne!* account through an adjustment process.
- The USPS will provide documentation showing how the additional postage was calculated.
- Mailers may appeal the verification results to the PCSC.
- This does not eliminate the requirement to correctly populate the electronic documentation or postage statement with the correct advertising percentage for each Periodicals mailing.

### Example 2: Average error rate greater than 5%

	(A)	(B)	(C)	(D)	(E)	(F)
	Editions:	Number of Pieces in Mailing	Postage Statement Advertising Percentage ( <i>PostalOne!</i> )	Marked Copy Advertising Percentage ( <i>Clerk's Review</i> )	Difference	Advertising Review Status (Pass/Fail)
<b>Periods Selected by Randomizer for Review:</b>						
Sample #1 (Initial Review)	01/01/20	1000	30.00%	38.00%	8.00%	Failed Initial Review Percentage Assessment - Difference GT 5% (apply % posted in Col D to postage statement for this edition)
Sample #2	12/01/19	1000	30.00%	31.00%	1.00%	Passed - Difference Within +/- 5% Tolerance
Sample #3	10/01/19	1000	20.00%	30.00%	10.00%	Failed Subsequent Review Percentage Assessment - Difference GT 5% (apply % posted in Col D to postage statements for this edition)
Sample #4	07/01/20	1000	10.00%	25.15%	15.15%	Failed Subsequent Review Percentage Assessment - Difference GT 5% (apply % posted in Col D to postage statements for this edition)
Sample #5	04/01/20	1000	15.00%	15.00%	0.00%	Passed - Difference Within +/- 5% Tolerance
Average Error Percentage					6.54%	Failed Final Review Percentage Assessment - Difference GT 5% (apply % posted in Col E to all postage statements outside the sampled selections for the previous 12 month period)

- In example 2, because the average error percentage is greater than 5%, postage will be calculated for:
  - December 1, 2019 and April 1, 2020 issues using the advertising percentage in column C (no change).
  - January 1, 2020, October 1, 2019 and July 1, 2020 issues using the advertising percentage in column D for each issue.
  - The remaining un-sampled issues will have the average error percentage of 6.54% (column E) applied to the advertising percentage represented on the applicable postage statements. As an example, if the June 1, 2020 issue originally claimed an advertising percentage of 30%. Postage would be recalculated using 36.54% (Original ad% of 30% + average error percentage of 6.54%).
  - Any additional postage will be withdrawn as one amount from the publication *PostalOne!* account through an adjustment process.
  - The USPS will provide documentation showing how the additional postage was calculated.
- Mailers may appeal the verification results to the PCSC.
- This does not eliminate the requirement to correctly populate the electronic documentation or postage statement with the correct advertising percentage for each Periodicals mailing.



### ENROLLMENT PROCESS: ALTERNATE MARKED COPY

Mailers enrolled in the Alternate Marked Copy Program will not be required to submit a marked copy to the USPS with each issue. This does not change the requirement that the mailer accurately include the advertising percentage in their postage statements and/or electronic documentation. Interested publishers should enroll their publications using the process outlined below:

1. Send email to [HQMailEntry@usps.gov](mailto:HQMailEntry@usps.gov)
  - Subject:
    - Request: Alternate Marked Copy Review
  - Attach the completed “Publisher’s Authorized Marked Copy Request Excel form
  - Access the request form at:  
<https://postalpro.usps.com/PublishersAlternateMarkedCopyRequest>
  - Publishers must submit a separate Excel form for each publisher
2. HQ will send acknowledgement email to the mailer’s contact with a copy to HQ Program Manager (or designee)  
Note: If the publisher does not receive acknowledgement email from [HQMailEntry@usps.gov](mailto:HQMailEntry@usps.gov), the Publisher should review the initial enrollment request to verify that all the publisher’s pertinent information has been provided. Submit a follow up email.
3. Program Manager will notify District Manager BMEU and cc Manager Business Acceptance Performance of the customers request to participate in Alternate Marked Copy Program.
4. District, Manager BMEU will notify the local Postmaster/BMEU at the origin entry office or additional entry office to discontinue requesting marked copies and initiate the alternative verification option as outlined in the Alternate Verification Process.
5. District MBME will contact the publisher to acknowledge enrollment in the new process after contacting the local Postmaster/BMEU AE have been notified and understand the verification process for Alternate Marked Copy Program
6. BMEU Manager, using the original email generated by the Program Manager, acknowledging customer contact has been made and the Local Acceptance office understands the Verification Process
7. HQ Program Manager (or designee) will maintain a list of publishers/publications enrolled in the alternative process on the BMA webpage



### DISENROLLMENT PROCESS: ALTERNATE MARKED COPY

Publishers wishing to discontinue their participation in the Alternate Marked Copy Program should send an email to [HQMailEntry@usps.gov](mailto:HQMailEntry@usps.gov) using the process outlined below:

1. Send email to [HQMailEntry@usps.gov](mailto:HQMailEntry@usps.gov)
  - Subject:
    - Request: Discontinue Alternate Marked Copy Program
  - Attach the completed “Publisher’s Authorized Marked Copy Request” Excel form
  - Access the request form at:  
<https://postalpro.usps.com/PublishersAlternateMarkedCopyRequest>
  - Publishers must submit a separate Excel form for each Publisher

**Note:** If the publisher does not receive an acknowledgement email from [HQMailEntry@usps.gov](mailto:HQMailEntry@usps.gov) the Publisher should review their initial disenrollment request to verify that all the publisher’s pertinent information has been provided. Submit a follow up email to [HQMailEntry@usps.gov](mailto:HQMailEntry@usps.gov).

2. District, Manager BMEU will notify the local Postmaster/BMEU at the origin entry office or additional entry office to request that marked copies be presented by the publisher with **each mailing** and notifies the HQ Manager Business Acceptance Performance Specialist.
3. The HQ Program Manager will update the list of publishers/publications enrolled in the Alternate Marked Copy Program on the BMA Home webpage.



### CHANGE HISTORY LOG

DATE	DOCUMENT SECTION	CHANGE	EFFECTIVE DATE
04/01/2021	All	Reformatted; updated content.	04/01/2021
6/13/2022	Enrollment Process	Updated Content	July 2022
6/13/2022	Disenrollment Process	Updated Content	July 2022
10/03/2022	Enrollment Process	Updated Content	