

**neopost**

Memorandum

From Karin Woll, National & Government Accounts Administration

Ext. 2235

To: All Reg Mgrs, Branch Mgrs and NAGA's

Date: Dec. 22, 1998

Subject: Government 3881 Form

cc: C. Takacs  
P. Cox  
T. Blackwell  
S. Pietz  
K. Wagner  
P. Hodges  
T. Gonzales

The Department of Defense has authorized its Agencies to use commercial POC (Postage on Call) meters instead of the penalty meters that they have used in the past. Beginning January 1, 1999, the Department of Defense will begin using electronic funds transfer (EFT) as the method by which they transmit their funds to Citibank for their POC accounts. There are two additional forms that must now be used when enrolling these customers in POC.

Government form 3881 (see attached) must be completed to arrange for the electronic funds transfer that will take place between the Department of the Treasury and Citibank. The Neopost NAGA or Rep will fill out the **Financial Institution Information**, bottom portion of the form. It is also important that CCD+ be checked under **Agency Information**, ACH Format (second line on form).

The 3881 government form will be retained by the government customer but cannot be turned in until a POC account number has been assigned. Be sure you retain a copy and submit a copy and submit a copy to Order Entry. When the order has booked, Passport users will be able to get the POC account number from the customer record in Passport. They will need to call or fax the POC account number to the customer. Dealers will need to call their Order Entry representative to get the POC account number and give to the customer. Once the customer has the POC account number, they can submit the paperwork. If the order is for meters at multiple locations, the NAGA or Rep must be sure that all meter orders stay together if they all draw funds from the same government POC account. If separated, 20 meters could have 20 POC account numbers, when there should only be one. Please make your order information very clear. Follow up is also critical. Customer can't submit paperwork to his/her superior until they have the POC account number that you must give them.

The Citibank form (ACH Remittance Form) must also be completed and submitted with your order. POC account number is also asked for on this form. Customer will keep both forms until the POC account number has been assigned. You should also keep copy of both forms until the POC account number has been assigned and you have given the POC account number to the customer. Customer can then submit both forms to their superior so that the electronic transfer arrangements can be made.

Hope this additional information is helpful.

**ACH VENDOR/MISCELLANEOUS PAYMENT  
 ENROLLMENT FORM**

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY

AGENCY IDENTIFIER:

AGENCY LOCATION CODE (ALC):

ACH FORMAT:

CCD+     CTX     CTP

ADDRESS:

CONTACT PERSON NAMES:

TELEPHONE NUMBER:

ADDITIONAL INFORMATION: POSTAGE ON CALL ACCT # (SEE ATTACHED)

PAYEE/COMPANY INFORMATION

NAME NEOPOST

SSN NO. OR TAXPAYER ID NO.  
94-2388882

ADDRESS 530995 HUNTWOOD AVENUE

HAYWARD CA 94544-7084

CONTACT PERSON NAME:

TELEPHONE NUMBER:

FINANCIAL INSTITUTION INFORMATION

NAME: CITIBANK (USPS ACCOUNT FOR NEOPOST)

ADDRESS: 1615 BRETT ROAD

NEW CASTLE DE 19720

ACH COORDINATOR NAME: DOREEN ALLEN

(302) 323-5149

NINE-DIGIT ROUTING TRANSIT NUMBER: 021000089

DEPOSITOR ACCOUNT TITLE: U.S. POSTAL SERVICE (NEOPOST)

DEPOSITOR ACCOUNT NUMBER: 40678625

LOCKBOX NUMBER:

TYPE OF ACCOUNT:     CHECKING

SAVINGS

LOCKBOX

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL  
 (Could be the same as ACH Coordinator)

TELEPHONE NUMBER:  
 (302) 323-5149

ACH REMITTANCE FORM

Please use with all ACH payments

DETAIL RECORD VALUES

Bank Routing Transit Number	021000089
Bank Account Number	40678625
Payment Amount	
Customer Account Number	(POC Acct #)

ADDENDA RECORD VALUES

Record Type Code	7
Addenda Type Code	05

Payment Related Information [RMT\*IV\*(CUSTOMER ACCOUNT NUMBER)\*[PAYMENT AMOUNT]

The CUSTOMER ACCOUNT NUMBER and PAYMENT AMOUNT will contain the values entered in the  
DETAIL RECORD VALUES boxes.

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EXAMPLE

Bank Routing Transit Number	021000089
Bank Accounting Number	12345678
Payment Amount	1000.00
Customer Account Number (Individual/Company ID)	0123456789

THE DETAIL AND ADDENDA RECORD WILL READ AS FOLLOWS:

62202100008912345678	00001000000123456789	1021000081234567
705RMT*IV*0123456789*1000.00\		00011234567