

UNITED STATES POSTAL SERVICE
ACS ANNOUNCEMENTS
July 21, 2015

Announcement 1 of 1

ACS Invoices

Primary Audience: ACS Customers

What: New Minimum Billing Charges will change from \$50.00 to \$25.00

The following ACS Technical Guides are being modified as follows:

OneCode ACS and Traditional ACS Technical Guides:

Existing ACS accounts are often invoiced through the San Mateo Accounting Service Center. Each ACS participant will receive an invoice and statement monthly *only* if the balance is more than \$25.00. ACS customers whose balance remains less than \$25.00 will be sent an annual invoice on September 24 of each year.

SingleSource ACS Technical Guide:

SingleSource ACS customers have the option of paying for SingleSource ACS account balance less than \$25.00 or wait until the balance reaches \$25.00. Account balances less than \$25.00 will not reflect a finance charge until the delinquent balance is equal to or greater than \$25.00.

When: Effective with the **October 24, 2015 invoice**

Impact: Accounts Payable Processes for submitting payment for ACS Billing will need to be reviewed.

- ACS accounts that are invoiced through the San Mateo Accounting Service Center, will now receive an invoice and statement monthly *only* if the balance is more than \$25.00. Customers whose balance remains less than \$25.00 will be sent an annual invoice on September 24 of each year. Payment must be submitted with a copy of the invoice within 30 days of the invoice date. Unpaid balances more than 30 days old will be charged an annual interest rate of 10 percent. Delinquent accounts may cause the interruption of ACS fulfillment, and may result in manual address correction notices or returned mail.
- SingleSource ACS customers, and those who have selected the NCSC Billing option, who have a PDF and a CSV file of their ACS Invoice posted to their EPF account each month, will now have the option of paying for SingleSource ACS when the account balance is less than \$25.00, or may wait until the balance reaches \$25.00. Account balances less than \$25.00 will not reflect a finance charge, until the delinquent balance is equal to or greater than \$25.00.

What you need to do: Read and notify the appropriate personnel.

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