

Mail Owner Identification Requirements								
	Full-Service Mailing?	Nonprofit Mailing?	Total Pieces	# of Mail Owners	MO 1 Pieces	MO 2 Pieces	MO 1 ID Required in eDoc?	MO 2 ID Required in eDoc?
Scenario 1	NO	NO	10,000	1	10,000	-	NO	-
Scenario 2	YES	NO	10,000	1	10,000	-	YES	-
Scenario 3	YES	NO	1,000	1	1,000	-	NO	-
Scenario 4	NO	YES	10,000	1	10,000	-	YES* (for hardcopy only) YES (for eDoc)	-
Scenario 5	NO	YES	1,000	1	1,000	-	YES* (for hardcopy only) YES (for eDoc)	-
Scenario 6	YES	YES	10,000	1	10,000	-	YES	-
Scenario 7	YES	YES	1,000	1	1,000	-	YES	-
Scenario 8	NO	NO	10,000	2	6,000	4,000	NO	NO
Scenario 9	YES	NO	1,000	2	500	500	NO	NO
Scenario 10	YES	NO	10,000	2	6,000	4,000	YES	NO
Scenario 11	NO	YES	1,000	2	500	500	YES* (for hardcopy only) YES (for eDoc)	YES*
Scenario 12	NO	YES	10,000	2	6,000	4,000	YES* (for hardcopy only) YES (for eDoc)	YES*
Scenario 13	YES	YES	1,000	2	500	500	YES	YES*
Scenario 14	YES	YES	10,000	2	6,000	4,000	YES	YES*
Scenario 15	YES	YES	100,000	2	60,000	40,000	YES	YES
Scenario 16	NO	YES	100,000	2	60,000	40,000	YES* (for hardcopy only) YES (for eDoc)	YES*

\*Mail Owner identification required in hardcopy submission

**NOTE:** Hardcopy identification is a temporary exception through July 2014

Implementation of Full-Service Intelligent Mail Requirements for Automation Prices Federal Register Rule - Document Citation: 78 FR 23137
<p>Full-service Intelligent Mail combines the use of unique barcodes with the provision of electronic information regarding the makeup and preparation of mail, which provides high-value services and enables efficient mail processing.</p> <p>Mailings must bear Intelligent Mail barcodes on mailpieces, trays, and containers, where applicable. Also, mailers must submit mailing documentation electronically.</p> <p>When preparing full-service mailings, mailers are required to:</p> <ul style="list-style-type: none"> <li>*Apply unique Intelligent Mail barcodes (IMb) to identify each postcard, letter, and flat mailpiece. Small mailings containing fewer than 10,000 pieces can use the same serial number for all pieces, if postage is affixed to each piece at the correct price, or all pieces are of identical weight and separated by price.</li> <li>*Individually meet the eligibility requirements for automation prices according to class and shape.</li> <li>*Apply unique Intelligent Mail tray barcodes (IMtb) on trays, tubs, and sacks.</li> <li>*Apply unique Intelligent Mail container barcodes (IMcb) on placards for containers, such as pallets, when required.</li> <li>*Schedule appointments through the Facility Access and Shipment Tracking system (FAST®) if mail is accepted at an origin facility and entered at a downstream USPS™ processing facility.</li> <li>*Use an approved electronic method to transmit mailing documentation and postage statements to the Postal Service.</li> <li>*If the mailing is prepared or presented on behalf of another entity, the electronic documentation (eDoc) must include additional information to support the by/for mailing relationships. <b>Mail service providers (agents) do not have to provide by/for data for mail owners with 5,000 or fewer pieces in a mailing.</b> All other mailings must include by/for information. The mail owner and mailing agent are described as follows:</li> </ul> <p><i>Mail Owner:</i> The mail owner is the business entity, organization, or individual who makes business decisions regarding the mailpiece content, directly benefits from the mailing, and ultimately pays for postage on the mailpiece directly or by way of a mailing agent.</p> <p><i>Mailing Agent:</i> The mailing agent is a business entity, organization, or individual acting on behalf of one or more mail owners by providing mailing services for which the mail owners compensate the mailing agent. A business entity, organization, or individual whose services define it as a mailing agent may also be considered a mail owner, but only for its own mail or the mail of its subsidiaries. Mailing agents include, but are not limited to the following: Printer, letter shop, address list provider/manager; mail preparer, postage payment provider, mailing logistics provider, mailing tracking provider, ad agency, and mailing information manager. Show citation box</p>