



Postage Payment Options for your Neopost Postage-On-Call® (POC) Account

Overview:

There are three postage payment options available to customers to pay for postage funded through Neopost meters:

1) Prepay (USPS®)

- a) "Pay in Advance"
- b) Prefund a USPS account by check, wire, or ACH credit

2) PostageNow™ ACH (USPS®)

- a) "Pay Just in Time"
- b) Electronic payments in which funds are auto-debited from customer's bank account

3) neoFunds® (by Neopost)

- a) "Pay After You Use It"
- b) Monthly billing for postage; pay by check, ACH Credit, or online

Here is a brief description of each postage payment option:

Program	Prepay (USPS)	PostageNow™ ACH (USPS)	neoFunds®
How It Works	<ol style="list-style-type: none"> 1. Customer prepays by Check, ACH Credit, or Wire to an account at the US Postal Service 2. Once funds are posted to the account, customer may download postage to the meter at any time up to the amount of available prepaid funds in the account 	<ol style="list-style-type: none"> 1. Customer authorizes Automatic ACH Direct Debit through an account at the US Postal Service 2. Customer may download postage to the meter at any time 3. After the postage-download, an ACH Debit transaction is created in which the customer's bank account is automatically debited for the amount of the postage-download 	<ol style="list-style-type: none"> 1. Customer gets a postage-billing account with a pre-set account limit according to the meter 2. Customer may download postage to the meter at any time up to the account limit 3. At the end of the monthly billing cycle, Neopost invoices customer for the amount of postage added into the meter for that month
Statements	Optional monthly statement	Optional monthly statement	<ul style="list-style-type: none"> • Monthly statement by mail or online • 28-day payment terms • Ability to choose the monthly bill-day
Web Information – "My Neopost" www.neopostinc.com	<ul style="list-style-type: none"> • Prepaid account balance • Account activity by date, amount, and meter-serial number 	<ul style="list-style-type: none"> • Account activity by date, amount, and meter-serial number 	<ul style="list-style-type: none"> • Account balance & available funds • View current & past statements • Create account activity reports • Make online payments • E-mail alerts, e.g. payment due date
Pricing & Fees	<ul style="list-style-type: none"> • \$0 to Prepay postage • \$10 Wire/ACH Payment fee • \$25 NSF Return fee 	<ul style="list-style-type: none"> • \$50 Annual Account Maintenance fee per POC Account • \$25 NSF Return fee 	<ul style="list-style-type: none"> • Low Volume Mailing Systems: <ul style="list-style-type: none"> • <u>\$0 Transaction fee</u> up to \$700 monthly postage • Mid/High Volume Mailing Systems: <ul style="list-style-type: none"> • <u>\$0 Transaction fee</u> up to \$4,000 monthly postage • 1% fee over monthly account limits • Finance charges or late fees may apply for past-due payments

On page 2 is important payment instructions and address information for making postage payments. Please use this information in order to ensure timely and accurate payments for your postage.

Questions: go to www.neopostinc.com or call 1.800.636.7678.



Prepaying the USPS by Check

When mailing your postage prepayment by check, please allow 7 to 10 working days for your check to be received and posted to your account. For overnight service, allow 3 to 4 working days to be received and posted. Please include your Postage-On-Call® account number on your check and use a deposit slip coupon for proper posting.

To get information about your POC Account Balance, please call 1.800.636.7678 or Logon to "My Neopost" and click on "Postage Activity".

USPS Regional Remittance Lock Boxes

Please make checks payable to "United States Postal Service". Deposits will be accepted at any of the following remittance addresses. The address with the most efficient mail service from your location will be pre-printed on your deposit slip coupons.

East Coast	Central	West Coast
Regular Mail: CMRS-POC P.O. Box 7247-0255 Philadelphia, PA 19170-0255 Overnight Mail: Citibank Delaware Attn: Lockbox #0255 1615 Brett Road New Castle, DE 19720	Regular Mail: CMRS-POC P.O. Box 0575 Carol Stream, IL 60132-0575 Overnight Mail: Citibank Services Attn: Lockbox #0575 8430 W. Bryn Mawr Ave. 3rd Floor Chicago, IL 60631	Regular Mail: CMRS-POC P.O. Box 894715 Los Angeles, CA 90189-4715 Overnight Mail: First Data Remitco Attn: Neopost - 4715 2525 Corporate Place 2nd Floor – Suite 250 Monterey Park, CA 91754

Prepaying the USPS by ACH Credit or Fed Wire

When paying by ACH Credit or Fed Wire, please allow 2 days for your electronic payment to be received and posted to your account. Please include your Postage-On-Call® account number in the details of the electronic remittance.

ACH Credit	Fed Wire
CMRS Neopost c/o Citibank Routing # 021000089 Account # 40678625 Format – CCD Addenda Addenda format: <ul style="list-style-type: none"> • REF*IC*xxxxxxx [xxxxxx=your POC Account #], or • NTE*ALL*xxxxxxx [xxxxxx=your POC Account #] 	CMRS Neopost c/o Citibank Routing # 021000089 Account # 40678625 Detail Payment Field: <POC Account Number>

Making Postage Invoice Payments to neoFunds®

When making invoice payments for postage to neoFunds, please allow up to 5 to 7 days for your check to be received and posted to your account. For overnight and ACH payments, please allow 1 to 2 days for your payment to be posted to your account. Also, contact us if you need to change your bill-day for your monthly invoice.

Regular Mail	Overnight Mail	ACH Credit
neoFunds by Neopost PO Box 30193 Tampa, FL 33630-3193 Reference: Your 16-digit neoFunds account number	neoFunds by Neopost Attn TA-34 11601 Roosevelt Blvd St. Petersburg, FL 33716 Reference: Your 16-digit neoFunds account number	Bank: Bank of America Account: Mailroom Finance, Inc. Routing #: 011900254 Bank Acct #: 385015844484 Reference: Your 16-digit neoFunds account number

Note: you can also make payments to neoFunds via our website. Visit www.neopostinc.com, click "My Neopost", and then click "neoFunds" to access your statements, make payments, and create e-mail alerts.