Applying for a Nonprofit Authorization
3624 Instructions

It is our pleasure to submit your Nonprofit Postal Authorization application which, once approved, will allow you to save almost half on postage with every mailing you do with Outreach! There is no cost involved with this service.

The following documents are what is prefered by the USPS in filing for your nonprofit authorization. Samples and clarfication of other documents that are accepted as well are on page three.

- ☐ 3624 – NPA (NonProfit Authorization) Application - Pages 4-6.
  Please note: A live signature must be on the form. The USPS only accepts standard domains of .com, .org, .net. Domains of .church or .live or of unusual naming are not accepted.

- ☐ 501c3 (or other nonprofit status documentation) -
  Please note: If you are tax exempt because you are under a denominational group exemption, please supply a copy of the IRS Group Exemption Determination letter and a letter of membership in good standing from the denominational group on their letterhead. Examples on page seven.

  State exemption certificates or documentation is not an acceptable form of documentation. Only IRS certified documentation is acceptable.

- ☐ Articles of Incorporation (or other organization documentation)
  Please note: The entire document needs to be provided not just the filing confirmation.

- ☐ Bulletin (or other operation documentation)

- ☐ Meeting Minutes (or other operation documentation)

Please email your documents back to your Outreach Specialst who sent you this document.
You may also fax your documents to 760-477-6092.

Thank you for allowing us to assist you with this process.
Outreach always strives to provide the best customer experience possible.

5550 Tech Center Drive, Colorado Springs, CO 80919
1-800-991-6011
www.outreach.com

Applying for a Nonprofit Authorization

3624 Instructions - Page 2 - Helpful hints and guidelines

To make your application process go smoothly with the USPS, here are some requirements/recommendations from USPS:

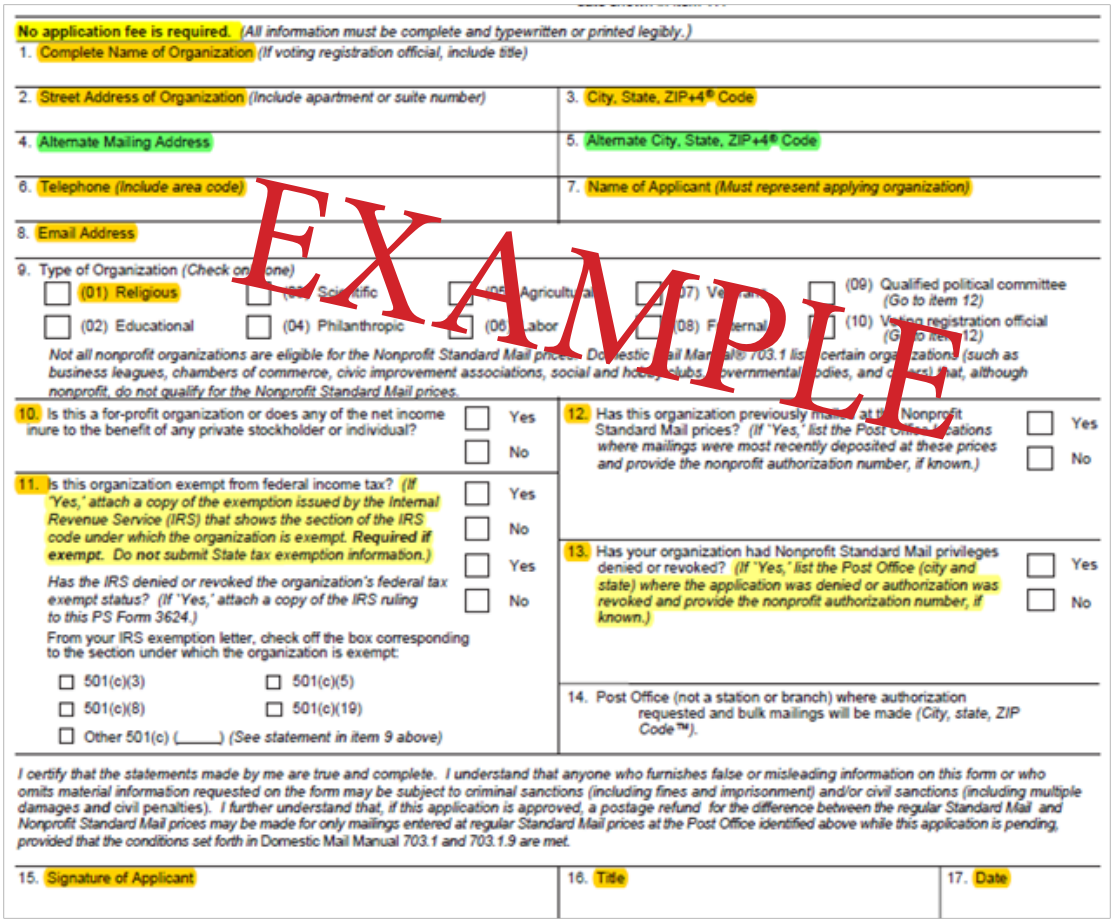
You will find the 3624 application on pages 4 - 6 within this document. Below is a sample of he required information needed marked in yellow highlight. The green highlight is optional.

• The church name that appears on your application must match the name on your supporting documentation. *This is also the name and the address that will be on the return address on any postcard orders you mail through Outreach.*

If you would like to use a name that is different from what is on your documentation, you must provide additional documentation of the name – for example, a DBA filing with your state's Secretary of State.

• If you have ever had a non-profit authorization with the post office in the past, please include that information in block 13 within the 3624 form.

• **USPS will communicate with you via email. Once the form has been submitted the USPS will contact the applicant on the 3624, not Outreach.** Please watch your email for emails with the subject line "Nonprofit Application ####### (customer # _____); it will usually be from a name followed by "New York, NY – Contractor". You may also contact USPS at 212-330-5350 or Non-profitPCSC@usps.gov to follow up or ask questions.



No application fee is required. *(All information must be complete and typewritten or printed legibly.)*

1. Complete Name of Organization *(If voting registration official, include title)*

2. Street Address of Organization *(Include apartment or suite number)*

3. City, State, ZIP+4® Code

4. Alternate Mailing Address

5. Alternate City, State, ZIP+4® Code

6. Telephone *(Include area code)*

7. Name of Applicant *(Must represent applying organization)*

8. Email Address

9. Type of Organization *(Check one)*

☐ (01) Religious ☐ (03) Scientific ☐ (05) Agricultural ☐ (07) Veterans ☐ (09) Qualified political committee *(Go to item 12)*

☐ (02) Educational ☐ (04) Philanthropic ☐ (06) Labor ☐ (08) Fraternal ☐ (10) Voting registration official *(Go to item 12)*

Not all nonprofit organizations are eligible for the Nonprofit Standard Mail prices. Domestic Mail Manual® 703.1 lists certain organizations (such as business leagues, chambers of commerce, civic improvement associations, social and hobby clubs, governmental bodies, and others) that, although nonprofit, do not qualify for the Nonprofit Standard Mail prices.

10. Is this a for-profit organization or does any of the net income inure to the benefit of any private stockholder or individual? ☐ Yes ☐ No

11. Is this organization exempt from federal income tax? *(If 'Yes,' attach a copy of the exemption issued by the Internal Revenue Service (IRS) that shows the section of the IRS code under which the organization is exempt.* ***Required if exempt. Do not submit State tax exemption information.)*** ☐ Yes ☐ No

Has the IRS denied or revoked the organization's federal tax exempt status? (If 'Yes,' attach a copy of the IRS ruling to this PS Form 3624.) ☐ Yes ☐ No

From your IRS exemption letter, check off the box corresponding to the section under which the organization is exempt:

☐ 501(c)(3) ☐ 501(c)(5)

☐ 501(c)(8) ☐ 501(c)(19)

☐ Other 501(c) (_____) *(See statement in item 9 above)*

12. Has this organization previously mailed at the Nonprofit Standard Mail prices? *(If 'Yes,' list the Post Office (city and state) where mailings were most recently deposited at these prices and provide the nonprofit authorization number, if known.)* ☐ Yes ☐ No

13. Has your organization had Nonprofit Standard Mail privileges denied or revoked? *(If 'Yes,' list the Post Office (city and state) where the application was denied or authorization was revoked and provide the nonprofit authorization number, if known.)* ☐ Yes ☐ No

14. Post Office (not a station or branch) where authorization requested and bulk mailings will be made *(City, state, ZIP Code™).*

I certify that the statements made by me are true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties). I further understand that, if this application is approved, a postage refund for the difference between the regular Standard Mail and Nonprofit Standard Mail prices may be made for only mailings entered at regular Standard Mail prices at the Post Office identified above while this application is pending, provided that the conditions set forth in Domestic Mail Manual 703.1 and 703.1.9 are met.

15. Signature of Applicant

16. Title

17. Date

EXAMPLE

Applying for a Nonprofit Authorization

3624 Instructions - Page 3 - Helpful hints and guidelines continued

Below is the example of the supporting documentation page of the 3624. This page provides other alternatives of documentation that can be used for filing. The items marked in blue are preferred choices of the USPS. While you only have to supply two of the items from section 3, it is always good to include some of the other options as well.

The organization above provided the following evidence of eligibility for Nonprofit Standard Mail prices.

1. Nonprofit Status *(Select at least one)*

- ☐ IRS letter of exemption from payment of federal income tax
- ☐ Financial statement prepared by an independent auditor substantiating organization's nonprofit status (statement must include balance sheets, notes, etc.)

EXAMPLE

2. Organization *(One complete copy; check all that apply. Must select at least one.)*

- ☐ Articles of Incorporation
- ☐ Articles of Association
- ☐ Charter
- ☐ Constitution
- ☐ Enabling Legislation
- ☐ Trust Indenture
- ☐ Other *(Explain)*:

3. Operation *(Several samples of each; check types of information included with application)*

- ☐ Bulletins
- ☐ Brochures
- ☐ Financial statements
- ☐ Listing of activities for past 6 to 12 months
- ☐ Membership applications
- ☐ Minutes of meetings
- ☐ Newsletters
- ☐ Organizational or other documents substantiating that the applicant is the state or national committee of the political party
- ☐ A copy of the statute, ordinance or other authority establishing responsibility for voter registration
- ☐ Other *(Explain)*:

UNITED STATES POSTAL SERVICE®

Application to Mail at Nonprofit USPS Marketing Mail Prices

Application Number:

Section A - Application *(Please read section B on page 2 before completion.)*

Part 1 *(For completion by applicant)*

- All information entered below must be legible so that our records will show the correct information about your organization.
- The complete name of the organization must be shown in item 1. The name shown must agree with the name that appears on all documents submitted to support this application.
- A complete address representing a physical location for the organization must be shown in item 2. If you receive mail through a Post Office™ box, show your street address first and use alternate address for the box.
- The applicant named in item 7 must be the individual submitting the application for the organization and must be a responsible official of the organization. Printers and mailing agents may not sign for the organization.
- No additional organization categories may be added in item 9. To be eligible for the Nonprofit USPS Marketing Mail prices, the organization must qualify as one of the types listed.
- The applicant must sign the application in item 15.
- The application must be submitted to the Post Office in item 14 and on the date shown in item 17.

No application fee is required. *(All information must be complete and typewritten or printed legibly.)*

1. Complete Name of Organization *(If voting registration official, include title)*

2. Street Address of Organization *(Include apartment or suite number)*

3. City, State, ZIP+4® Code

4. Alternate Mailing Address

5. Alternate City, State, ZIP+4® Code

6. Telephone *(Include area code)*

7. Name of Applicant *(Must represent applying organization)*

8. Email Address

9. Type of Organization *(Check only one)*

☐ (01) Religious ☐ (03) Scientific ☐ (05) Agricultural ☐ (07) Veterans ☐ (09) Qualified political committee *(Go to item 12)*

☐ (02) Educational ☐ (04) Philanthropic ☐ (06) Labor ☐ (08) Fraternal ☐ (10) Voting registration official *(Go to item 12)*

Not all nonprofit organizations are eligible for the Nonprofit USPS Marketing Mail prices. Domestic Mail Manual® 703.1 lists certain organizations (such as business leagues, chambers of commerce, civic improvement associations, social and hobby clubs, governmental bodies, and others) that, although nonprofit, do not qualify for the Nonprofit USPS Marketing Mail prices.

10. Is this a for-profit organization or does any of the net income inure to the benefit of any private stockholder or individual? ☐ Yes ☐ No

11. Is this organization exempt from federal income tax? *(If 'Yes,' attach a copy of the exemption issued by the Internal Revenue Service (IRS) that shows the section of the IRS code under which the organization is exempt.* ***Required if exempt****. Do* ***not*** *submit State tax exemption information.)* ☐ Yes ☐ No

Has the IRS denied or revoked the organization's federal tax exempt status? (If `Yes,' attach a copy of the IRS ruling to this PS Form 3624.) ☐ Yes ☐ No

From your IRS exemption letter, check off the box corresponding to the section under which the organization is exempt:

☐ 501(c)(3) ☐ 501(c)(5)

☐ 501(c)(8) ☐ 501(c)(19)

☐ Other 501(c) (_____) *(See statement in item 9 above)*

12. Has this organization previously mailed at the Nonprofit USPS Marketing Mail prices? *(If `Yes,' list the Post Office locations where mailings were most recently deposited at these prices and provide the nonprofit authorization number, if known.)* ☐ Yes ☐ No

13. Has your organization had Nonprofit USPS Marketing Mail privileges denied or revoked? *(If `Yes,' list the Post Office (city and state) where the application was denied or authorization was revoked and provide the nonprofit authorization number, if known.)* ☐ Yes ☐ No

14. Post Office (not a station or branch) where authorization requested and bulk mailings will be made *(City, state, ZIP Code™).*

I certify that the statements made by me are true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages ***and*** civil penalties). *I further understand that, if this application is approved, a postage refund for the difference between the regular USPS Marketing Mail and Nonprofit USPS Marketing Mail prices may be made for only mailings entered at regular USPS Marketing Mail prices at the Post Office identified above while this application is pending, provided that the conditions set forth in* Domestic Mail Manual *703.1 and 703.1.9 are met.*

15. Signature of Applicant

16. Title

17. Date

Part 2 *(For completion by postmaster at originating office when application filed)*

1. Signature of Postmaster *(Or designated representative)*

2. Date Application Filed With Post Office *(Round stamp)*

PRIVACY NOTICE: See our privacy policy on *www.usps.com*

Section B—General Information

Organization Eligibility

The Nonprofit USPS Marketing Mail prices may be granted only to:

1. The eight categories (01 through 08) of nonprofit organizations specified on page 1 in section A, item 9.
2. Qualified political committees (category 09), including the national and state committees of political parties as well as certain named congressional committees.
3. Voting registration officials (category 10), including local, state, and District of Columbia voting registration officials.

These organizations are defined in *Domestic Mail Manual* (DMM®) 703.1, available for review at *pe.usps.com*.

To qualify, a nonprofit organization must be both **organized** and **operated** for a **primary** purpose that is consistent with one of the types of organizations in DMM 703.1. Organizations that **incidentally** engage in qualifying activities do not qualify for the Nonprofit USPS Marketing Mail prices.

Application Procedures

1. Only organizations may apply. Individuals may not apply (except voting registration officials).
2. Only the **one** category in item 9 that best describes the **primary purpose** of the organization may be checked.
3. The application must be **signed** by someone in authority in the organization, such as the president or treasurer. It must not be signed by a printer or mailing agent.
4. The completed PS Form 3624 must be submitted to the Post Office where Nonprofit USPS Marketing Mail mailings will be deposited. If the application is approved, the authorization will apply nationwide. Use PS Form 3623, *Request for Confirmation of Authorization (or Pending Application) to Mail at Nonprofit USPS Marketing Mail Prices,* to deposit at a Post Office location that does participate in *PostalOne!*.

Supporting Documentation

The documents listed in 1 and 2 below must be submitted with the completed applications for nonprofit organizations. The documents listed in 3 must be submitted for qualified political committees and, in 4, for voting registration officials.

1. Evidence that the organization is **nonprofit** and that none of its net income inures to the benefit of any private stockholder or individual. Acceptable evidence includes:
   - An Internal Revenue Service (IRS) letter of exemption from payment of federal income tax.
   - If an IRS exemption letter is not available, a complete financial statement from an independent auditor (such as a certified public accountant) substantiating that the organization is nonprofit. A statement from a member of the organization is not sufficient. *(Do **not** submit State tax exemption information.)*
2. Documents describing the organization's **primary purpose,** such as:
   - Organizing instruments that state the purpose for which the group is organized, such as the constitution, articles of incorporation, articles of association, or trust indenture. The organizing instrument, including all amendments to the original, should bear the seal, certification, or signature of the Secretary of State or other appropriate state official. If one or more of these documents are not sealed, certified, or signed by state officials, an officer or other person authorized to sign for the applicant should submit a written declaration certifying that the documents are complete and accurate copies of the originals.
   - Materials showing how the organization actually **operated** during the previous 6 to 12 months and how it will operate in the future. Bulletins, financial statements, membership forms, publications produced by the organization, minutes of meetings, or a list of its activities may be used.
3. For qualified political committees (category 09), organizational or other documents substantiating that the applicant is the state or national committee of the political party.
4. For voting registration officials (category 10), a copy of the statute, ordinance, or other authority establishing responsibility for voter registration.

Mail Eligibility

An organization authorized to mail at the Nonprofit USPS Marketing Mail prices may mail only **its own matter** at those prices. It may not delegate or lend the use of its Nonprofit USPS Marketing Mail authorization to any other person or organization. Cooperative mailings may be made at the Nonprofit USPS Marketing Mail prices **only** if **each** of the cooperating organizations is individually authorized to mail at those prices.

DMM 703.1 discusses the specific restrictions against the mailing of certain advertising materials and products.

Postal Service™ Checklist for PS Form 3624,
Application to Mail at Nonprofit USPS Marketing Mail Prices

Name of Organization

The organization above provided the following evidence of eligibility for Nonprofit USPS Marketing Mail prices.

1. Nonprofit Status *(Select at least one)*

- ☐ IRS letter of exemption from payment of federal income tax
- ☐ Financial statement prepared by an independent auditor substantiating organization's nonprofit status (statement must include balance sheets, notes, etc.)
- ☐ Place of Worship

2. Organization *(One complete copy; check all that apply. Must select at least one.)*

- ☐ Articles of Incorporation
- ☐ Articles of Association
- ☐ Charter
- ☐ Constitution
- ☐ Enabling Legislation
- ☐ Trust Indenture
- ☐ Other *(Explain):*

3. Operation *(Several samples of each; check types of information included with application)*

- ☐ Bulletins
- ☐ Brochures
- ☐ Financial statements
- ☐ Listing of activities for past 6 to 12 months
- ☐ Membership applications
- ☐ Minutes of meetings
- ☐ Newsletters
- ☐ Organizational or other documents substantiating that the applicant is the state or national committee of the political party
- ☐ A copy of the statute, ordinance or other authority establishing responsibility for voter registration
- ☐ Other *(Explain):*

The name on all the documents presented as evidence must match the name on the application. If they do not match, please explain.

Postmaster: *PostalOne!* offices must enter the information from the application into the *PostalOne!* system.

Non-*PostalOne!* offices must mail the application and documentation to the Pricing and Classification Service Center.

I certify that the applicant has completed all the items on the application and that each item is legible.

Signature of Postmaster *(Or designated representative)*	Date
Telephone *(Include area code)*	Post Office *(City, state, ZIP Code™)*
Date Application Returned to Organization for Correction	Date Application and Documentation Sent to Pricing and Classification Service Center

PRIVACY NOTICE: See our privacy policy on *www.usps.com*

Applying for a Nonprofit Authorization

3624 Instructions - Page 7 - Examples

Examples of IRS Group Exemption Determination letter and a letter of membership in good standing from the denominational group on their letterhead.

Department of the Treasury

THIS DOCUMENT IS USUALLY 3 - 4 PAGES
AND TOP RIGHT CLARIFIES ORGANIZATION

Internal Revenue Service
Washington, DC 20224

EXAMPLE

Dear Applicant:

This refers to the information submitted for use in determining your status and the status of your affiliated religious organizations, on the list you submitted, as being exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

For the purposes of this group ruling, your affiliated religious organizations include The General Conference, Judicial Council; General Agencies, Commissions, Committees, their divisions and departments thereof, and, other related organizations; Jurisdictional Conferences and Affiliated Agencies, Commissions, and other organizations; Annual Conferences and divisions and departments thereof; Annual Conference Agencies, Commissions, Committees, and affiliated organization; Local Churches and Local Church Agencies, Commissions, Committees, and other affiliated organizations.

Based on the information supplied, we rule that you and your affiliated religious organizations, on the list you submitted, are exempt from Federal income tax under section 501(c)(3) of the Code.

We have further determined that you and the affiliated religious organizations you operate, supervise, or control, and which are covered by your notification to us, are not private foundations within the meaning of section 509(a) of the Code, because you and your affiliated religious organizations are organizations described in sections 170(b)(1)(A)(i) and 509(a)(1) of the Code.

FINANCE & ADMINISTRATION
General Council on Finance and Administration
OF THE UNITED METHODIST CHURCH

PO Box 340029
Nashville, TN 37203-0029

October 27, 2017

CHURCH NAME submitting 3624
Address, City, Zip

Re: Certification of Inclusion in The United Methodist Church Group Tax Exemption Ruling
Affiliated Organization: CHURCH NAME submitting 3624
Affiliated Organization's Employer Identification Number (EIN):

This letter will certify that the affiliated organization named above is included in The United Methodist Church Group Tax Exemption Ruling ("UMC GroupRuling"). In particular, as stated in the GroupRuling determination letter issued to The United Methodist Church by the Internal Revenue Service ("IRS"), this affiliated organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

This certification letter is issued by the General Council on Finance and Administration of The United Methodist Church ("GCFA"), the central organization for the UMC GroupRuling. As the central organization, GCFA has been granted the authority by the IRS to determine which organizations are included in the UMC GroupRuling. (The IRS Group Exemption Number ("GEN") for the UMC GroupRuling is 2573.) Thus, this certification letter, together with the enclosed copy of the IRS GroupRuling determination letter, serves to verify the tax-exempt status of this affiliated organization.

If you have any further questions, please feel free to contact the GCFA Legal Services Department at (866) 367-4232 or legal@gcfa.org.

Sincerely,

EXAMPLE

Department of the Treasury
OCT 26 1972

EXAMPLE

GEN#2358

Gentlemen:

Based on the information supplied, and assuming that your operations will continue to be as stated, we rule that you and your subordinates, as listed on your group exemption roster, are recognized as being exempt under section 501(c)(3) of the Internal Revenue Code.

This ruling does not extend to any subordinate which has previously received a ruling or determination letter holding that it is not exempt. Its qualifications to be included in this group ruling must be separately established.

Additionally, we have classified you and the subordinates you operate, supervise, or control, and which are covered by your notification to us, as organizations that are not private foundations as defined in sections 509(a)(1) and 170(b)(1)(A)(i) of the Code.

You are not required to file the Return for Organizations Exempt From Income Tax, Form 990, as you come within the exception contained in section 6033(a)(2)(A)(i) of the Code. Your subordinates are also not required to file the Form 990 if they qualify as churches or integrated auxiliaries of churches or otherwise come within the exceptions provided in section 1.6033-2(g) of the Income Tax Regulations.

You and your subordinates are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you or your subordinates are subject to this tax, an income tax return on Form 990-T must be filed. In this letter we are not determining whether any of your activities or those of your subordinates are unrelated trade or business as defined in section 513 of the Code.

You and your subordinates are not liable for social security (FICA) taxes unless you and they file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You and your subordinates are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

South Carolina Church of God State Executive Offices
Bruce Rabon, Administrative Bishop
P.O. Box 309, Mauldin, SC 29662

EXAMPLE

February 28, 2019

LETTER OF CONFIRMATION

To Whom It May Concern:

Please be advised that the CHURCH NAME submitting 3624 is in good standing with our organization and is a duly recognized congregation of the Church of God, Cleveland, TN.

The CHURCH NAME submitting 3624 has been established according to the by-laws and polity of said denomination as outlined in the Church of God General Assembly Book of Minutes.

Sincerely,

CHURCH OF GOD STATE EXECUTIVE OFFICES