

QUALIFICATION REQUIREMENTS FOR SPECIAL THIRD-CLASS RATES

1. Only organization or associations not organized for profit, none of the net income of which benefits any private stockholder or individual, may be authorized to mail pieces at the special rates.
2. When an organization submits proof that it has been granted income tax exemption under Title 26, United States code,

under section 501(c) (3) as a religious, educational, scientific, or charitable (philanthropic) organization:

under section 501(c)(5) as an agricultural or labor organization;

under section 501(c)(8) as a fraternal organization;

under section 501(c)(10) as a veterans' organization

it will be considered as qualifying for the special third-class rates unless the available evidence discloses some disqualification.

3. Each applicant must qualify on it owns merit.

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APPLICATION PROCEDURE

1. Customer must complete Form 3623, Application for Special Bulk Third-Class Rates for qualified Nonprofit Organizations or Association.
2. The application must include evidence that the organization is nonprofit.
 - a. Federal Income Tax Exemption
 - b. Constitution and Bylaws or Certificate of Incorporation which shows goals and purposes.
3. The above information must be submitted. Brochures or other written matter describing nature of activities would also be helpful
4. Submit the application with other supporting papers to the Postmaster at your Main Post Office.
5. This information will be forwarded to the Postal Service Center for a decision as to whether your organization meets the qualification requirements.