

PENALTY MAIL

Penalty mail is the means by which the Cooperative Extension System prepares and mails material through the U.S. Postal Service. The proper use of penalty mail is discussed in detail in Chapter IX of the Administrative Handbook. All Alabama Cooperative Extension System academic employees have attended a training session discussing the use of Penalty Mail and have received a copy of Chapter IX.

The subject matter of letters, circulars and other material prepared for mailing under the penalty mailing privilege must relate to activities in furtherance of Extension work. The wording alone does not determine the mailability; the purpose in sending the material, the circumstances, and conditions under which it is being sent are also determining factors. If you have any questions as to whether something is “frankable” under the penalty mail privilege and you can not find an answer in Chapter IX, contact Thomas Elliott, System Penalty Mail Officer or Tasha Worden for further clarification.

There are specific formats, signature requirements and guidelines that must be followed for all letters, circulars and newsletters. Please pay special attention to regulations. Only System employees who have a Federal Extension title have this penalty mail privilege. Each is personally responsible for the proper use of this privilege.

Permit Fees Assessed by Postmaster

Please note that the System pays no permit fee by cash or meter strips. However, permit fees for 1st class presort and 3rd class bulk are assessed by the completion of PS Form 3615 by the local postmaster. **NO BRM PERMIT FEE SHOULD BE CHARGED BY ANY POSTMASTER (other than in Auburn, Alabama).** If you are contacted by your postmaster regarding any fee payment which would be contrary to these instructions, please contact Administrative Services immediately. A word of caution: The use of 1st class presort should be examined closely to determine if a true cost savings will be realized.

POSTAGE STATEMENT-FORM

http://usps.com/forms/_pdf/ps3602r.pdf

**ALABAMA COOPERATIVE EXTENSION SYSTEM COST CODES
REGARDING METERED MAIL**

County Offices

Autauga	018 01001	Dallas	018 01024	Marion	018 01047
Baldwin	018 01002	DeKalb	018 01025	Marshall	018 01048
Barbour	018 01003	Elmore	018 01026	Mobile	018 01049
Bibb	018 01004	Escambia	018 01027	Monroe	018 01050
Blount	018 01005	Etowah	018 01028	Montgomery	018 01051
Bullock	018 01006	Fayette	018 01029	Morgan	018 01052
Butler	018 01007	Franklin	018 01030	Perry	018 01053
Calhoun	018 01008	Geneva	018 01031	Pickens	018 01054
Chambers	018 01009	Greene	018 01032	Pike	018 01055
Cherokee	018 01010	Hale	018 01033	Randolph	018 01056
Chilton	018 01011	Henry	018 01034	Russell	018 01057
Chocotw	018 01012	Houston	018 01035	St. Clair	018 01058
Clarke	018 01013	Jackson	018 01036	Shelby	018 01059
Clay	018 01014	Jefferson	018 01037	Sumter	018 01060
Cleburne	018 01015	Lamar	018 01038	Talladega	018 01061
Coffee	018 01016	Lauderdale	018 01039	Tallapoosa	018 01062
Colbert	018 01017	Lawrence	018 01040	Tuscaloosa	018 01063
Conecuh	018 01018	Lee	018 01041	Walker	018 01064
Coosa	018 01019	Limestone	018 01042	Washington	018 01065
Covington	018 01020	Lowndes	018 01043	Wilcox	018 01066
Crenshaw	018 01021	Macon	018 01044	Winston	018 01067
Cullman	018 01022	Madison	018 01045		
Dale	018 01023	Marengo	018 01046		

Regional And Area Offices

Tennessee Valley	018 01068
Botanical Garden	018 01069
Southwest AL Reg Of	018 01070
4-H Center	018 01071
Headland Office	018 01072
Sea Grant Office	018 01074
North AL Regional Of	018 01076
Black Belt	018 01077
Chilton Research Ctr	018 01078

