



Postage Payment Options for Your TMS® Account

There are three postage payment options available to customers to pay for postage:

1. Prepay (USPS®)

- “Pay in Advance”
- Prefund a USPS® account by check, wire or ACH credit

2. PostageNow™ ACH (USPS®)

- “Pay Just in Time”
- Electronic payments in which funds are auto-debited from customer’s bank account

3. Quadient Postage Funding

- “Pay After You Use It”
- Monthly billing for postage; pay by check, ACH credit or online

Postage Payment Options:

Program	Prepay (USPS®)	PostageNow™ ACH (USPS®)	Quadient Postage Funding
How It Works	<ol style="list-style-type: none"> 1. Customer prepays by check, ACH credit or wire to a USPS® account. 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 with USPS®. 2. Customer may download postage to 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 preset 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, Quadient will invoice the 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 monthly bill day
Web Information “Myquadient” www.myquadient.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 and available funds • View current and past statements • Create account activity reports • Make online payments • Email alerts (e.g. payment due date)
Pricing and Fees	<ul style="list-style-type: none"> • \$0 to prepay postage 	<ul style="list-style-type: none"> • \$50 annual account maintenance fee per TMS account • \$25 NSF return fee 	<ul style="list-style-type: none"> • Low volume mailing systems <ul style="list-style-type: none"> – \$0 transaction fee up to \$700 monthly postage • Mid/high volume mailing systems <ul style="list-style-type: none"> – \$0 transaction fee up to \$4,000 monthly postage • 1% fee over monthly account limits • Finance charges or late fees may apply for past due payments

Please see page 2 for important payment instructions. For more information, visit www.quadient.com or call **1.800.636.7678**



Postage Payment Options for Your TMS® Account

Prepaying the USPS® by Check

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

For information regarding your TMS account balance, please call 800.636.7678 or login to Myquadient and click “Postage Summary”.

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 preprinted on your deposit slip coupons.

East Coast	Central	West Coast
Regular Mail USPS-TMS P.O. Box 7247-0217 Philadelphia, PA 19170-0217 Overnight Mail Deluxe Attn: TMS-0217 400 White Clay Center Drive Newark, DE 19711	Regular Mail USPS-TMS P.O. Box 0527 Carol Stream, IL 60132-0527 Overnight Mail Deluxe Attn: TMS-0217 400 White Clay Center Drive Newark, DE 19711	Regular Mail USPS-TMS P.O. Box 894757 Los Angeles, CA 90189-4757 Overnight Mail Deluxe Attn: TMS-0217 400 White Clay Center Drive Newark, DE 19711

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 TMS account number in the details of the electronic remittance.

ACH Credit	Fed Wire
USPS-TMS c/o Citibank Routing #021000089 Account #40678617 Format – CCD Addenda Addenda Format: <ul style="list-style-type: none"> REF*IC* xxxxxxx [xxxxxxx = your TMS account number] OR NTE*ALL*xxxxxxx [xxxxxxx = your TMS account number] Format – CTX Addenda Addenda Format: <ul style="list-style-type: none"> RMR**xxxxxxx [xxxxxxx = your TMS account number] OR RMT**xxxxxxx [xxxxxxx = your TMS account number] Please check with your bank on the format your payments are sent in to ensure the correct Addenda Format is used. Cage Code 1YZB5 Federal Tax ID #410760000	USPS-TMS c/o Citibank Routing #021000089 Account #40678617 Detail Payment Field: <TMS account number> Cage Code 1YZB5 Federal Tax ID #410760000

Making Postage Invoice Payments for Quadient Postage Funding (formerly TotalFunds)

When making invoice payments for your Quadient Postage Funding Account, 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. Contact us if you need to change your bill day for your monthly invoice.

Regular Mail	Overnight Mail	ACH Credit
Quadient Finance USA, Inc. P.O. Box 6813 Carol Stream, IL 60197-6813 Reference: Your 16-digit Quadient Postage Funding account number	FIS Card North America Attn: Quadient, Inc. 270 Remington Boulevard, Ste. B Bolingbrook, IL 60440-3593 Reference: Your 16-digit Quadient Postage Funding account number	Bank: Bank of America Account: Quadient Finance USA, Inc. Routing #011900254 Bank Account #385015844484 Reference: Your 16-digit Quadient Postage Funding account number

You can also make payments to Quadient Postage Funding via our website. Sign in at www.myquadient.com, select “Pay/View Bills” and click “Quadient Postage Funding” to access your invoices and make a payment.