

Jewish Art Calendar

We need your non-profit mailing information now.

The Post Office from which we are mailing out the calendars *just informed us* that we need to submit to them a USPS form 3623 for each individual calendar mailing. There is no cost for submitting this form.

Therefore we need the following things from you:

1. Please fill out **and sign** the form 3623 which is on the next page of this pdf file.
2. On an official letterhead of your organization, request authorization to mail at an additional post office. The text can read as follows:

June 26, 2008

To USPS

I request authorization to mail at Nonprofit Standard Mail rates at an additional post office at Utica, NY 13504.

Sincerely,

(Sign your name)

3. If you have the original authorization letter from the postal service for mailing at your post office also send that. If you do not, then just send us your authorization number. *(This is NOT your permit number.)* You can find out what it is by calling your post office and telling them your permit number.

Please send us by fax or email the above 3 things ASAP.

Any questions or for help contact us.

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546 Montgomery St., Bklyn., NY 11225
Telephone: (718) 773-0525

Please note our NEW fax: (718) 874-6697

E-MAIL: info@outreach770.com
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Application for Nonprofit Standard Mail Rates at Additional Mailing Office

Part 1 (For completion by applicant)

- Any organization currently authorized to mail at the Nonprofit Standard Mail rates at one post office may obtain authorization to mail at those rates at an additional mailing office (described in *Domestic Mail Manual* (DMM) E670.8.0). Additional authorizations will be granted only to the organization holding the original authorization. A national organization may not obtain an additional mailing office authorization for mailings of its independent chapters.
 - The organization name in item 1 must match the name of the authorized organization exactly. The applicant named in item 3 must be an official of the organization completing this form (not an agent).
 - File a separate application for each post office (not a station or a branch) for which your organization wants additional authorizations.
- Attach a letter with this application showing the following:
 - An official letterhead.
 - Signature of an organization official.
 - Statement of request for authorization to mail at the Nonprofit Standard Mail rates at an additional mailing office.
- Submit the completed application to the postmaster at the post office where additional authorization is requested (item 8).

No application fee is required. Please be sure all information is complete. Please type or print legibly.

1. Complete Name of Organization	6. Post office where original Nonprofit Standard Mail authorization granted and on which this application is based (<i>City, state, ZIP Code</i>)
2. Street Address of Organization (<i>Number, street, apartment or suite number, city, state, and ZIP+4</i>)	7. Authorization number for original authorization, if known (<i>shown in upper right corner of your original office of mailing authorization letter</i>)
3. Name of Applicant (<i>Must represent applying organization</i>)	8. Post office (not a station or branch) where additional authorization is requested and bulk mailings will be made (<i>City, state, ZIP Code</i>) Utica, NY 13504
4. Telephone Number (<i>Include area code</i>) ()	9. Estimated date of first mailing at additional mailing office Aug. 1, 2008
5. Is this organization exempt from federal income tax? If 'Yes,' indicate section of Internal Revenue Service (IRS) code under which it is exempt. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes 501(c)3 _____ Other _____	10. Name, address, contact person, and area code/telephone number of printer or agent who will present mailings to additional mailing office Amanda Foster Kenyon Press Inc. 607-674-9066 Sherburne NY 13460
<p><i>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></p>	
11. Signature of Applicant	12. Title
13. Date	

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

- Be sure that the applicant has completed items 1 to 13 in part 1 and has attached the required letter.
 - If the original office of mailing authorization number is known and is shown in item 7, the postmaster should request authorization by calling the Nonprofit Service Center at one of the following numbers:

Southwest and Western Areas	(901) 576-2059
Southeast, Mid-Atlantic, and Allegheny Areas	(901) 576-2060
Midwest and Great Lakes Areas	(901) 576-2061
Northeast, New York Metro, and Pacific Areas	(901) 576-2062
 - Retain applications approved by telephone at the post office. A copy of the authorization letter sent to the applicant will be sent to the postmaster.
 - Send applications not processed by telephone to:
 NONPROFIT SERVICE CENTER
 PO BOX 3623
 MEMPHIS TN 38173-0623
- 1. Check here if authorized by telephone and enter the additional mailing office authorization number issued by the Nonprofit Service Center.
 - 2. Signature of Postmaster (*Or designated representative*)
 - 3. Date Application Filed With Post Office (*Round stamp*)