



UPS SurePost®

May 2021



USPS Ancillary Endorsements

Endorsement Overview

Ancillary service endorsements are used by shippers to request an addressee's new address and to provide the USPS with instructions on how to handle undeliverable-as-addressed packages.

The endorsements consist of one keyword: "Address," "Return," "Change," or "Forwarding," followed by "Service Requested."

The endorsements are the same for all UPS SurePost service levels, but the treatment and cost differ.

Use of an ancillary service endorsement on a package obligates the shipper to pay any applicable charges.

Undeliverable Packages

The USPS will process undeliverable UPS SurePost packages according to the endorsement used by the customer.

Additionally, it must be noted that the customer or shipper will be billed "Postage Due" (by the USPS) for any forwards and/or return to sender UPS SurePost package.

Endorsements available with UPS SurePost

For UPS SurePost 1 lb. or greater, UPS SurePost BPM, or UPS SurePost Media Services, all four (4) of the listed endorsements are available.

If the package is UPS SurePost less than 1 lb. only "Address" and "Return" is available.



USPS Ancillary Endorsements

Return to Sender (RTS) Package

For RTS's, shippers have the option to set up local payment accounts directly with the USPS to pay the postage due of the returned package. The shipper must pre-fund these accounts.

The USPS returns RTS packages to the "Return Address" on the shipping label.

If the shipper has multiple shipping locations, and they all have unique "Return Address," then the shipper will have to set up a local account with the post office that services each address.

Multiple postage due return accounts may be linked together and funded electronically. This can be done by creating an USPS Enterprise Payment System (EPS) account via the USPS Business Customer Gateway (BCG)

Forwarded Package

When packages are forwarded to the final mile consignee (this tends to occur when a consignee submits a "Change of Address" form with the USPS), the package will be processed in accordance to the endorsement used by the shipper.

In most cases, the final mile consignee will be charged for the forwarding of this package.

Additional Information

UPS SurePost® supports the "Carrier Leave if No Response" Endorsement. This instruction applies only to packages that are deliverable as addressed.

Carrier "Leave if No Response" is the default endorsement for UPS SurePost packages if no endorsement is selected at the time the package is processed for shipment.

Quick Guide

Endorsement Type	Description	>1lb., BPM, Media	<1lb.
Address Service Requested	Forwarding & Return with Address notification	Postage Due	Forward at no charge
Return Service Requested	Return only with Address notification	Returned with Postage Due	Postage Due
Change Service Requested	<u>No</u> Forwarding or Return with address notification	Disposed	Disposed
Forwarding Service Requested	Forwarding & Return with Address notification for returns	Forwarded with Postage Due	Forward at no charge
No Endorsement	Handled by mail class	Returned with Postage Due	Disposed



USPS Postage Due Accounts

Why have I received a Postage Due bill from the USPS?

For undeliverable returns, the USPS returns undeliverable packages to the shipper (on the return address) with Postage Due. It is charged to a customer's USPS postage due account prior to delivery. If no account exists, the payment is collected upon delivery.

To establish a postage due account, complete a [PS 3615](#) and submit to the local USPS office that services the Return Address on your label.

You can pre-fund your postage due account by:

- Establishing a local trust with the servicing Post Office (or)
- Electronic debit with a USPS Enterprise Payment System (EPS) account through the USPS Business Customer Gateway (BCG) postal website.

What is the Cost of USPS undeliverable returns?

- UPS SurePost® 1lb. or Greater: Postage fees will be the Parcel Select Ground rate plus \$3 per package
- UPS SurePost Less than 1lb.: Postage fees are First Class Mail Parcel rates

Additional undeliverable information: [USPS DMM](#).
USPS postage rate information: [Notice 123](#).

How do I know if I have a BCG account?

If you have an existing relationship with the USPS, you may already have a [BCG](#) account.

If you already have an account and just want to add EPS to an existing login, see creating an EPS below.

If you don't have an existing BCG account, you'll need to create a new account and Customer Reference ID (CRID).

How do I create a USPS Enterprise Payment System (EPS) account?

EPS is a service within the BCG. In order to create a new account, you'll need to first request access. The EPS service is located under the "Other Services" tab within the BCG.

Once you have gained access to EPS, you'll need to link it to your banking data (for ACH) or to a trust for debiting.

After you've established your EPS account, your pre-established (PS 3615) postage due account will automatically populate and link.

Additional information can be found [here](#).