



# Data-Pac Postage Payment Methods

To transfer funds into a Data-Pac postage meter, the meter communicates with the Data-Pac Computerized Meter Reset System (CMRS) over the internet using our approved cryptographically secure method. This proprietary reset method is called **ePostage**, and it provides the fastest resets in the industry.

The term "**ePostage account**" refers to your account within our CMRS. Your **ePostage account** number is specified on your **Postage Statements**. It is also the **DMS Account Number** specified in your eSmart-Mail options.

Whenever funds are transferred to a meter or your ePostage account, your Postage Statement will be emailed to the distribution that has been set up for your account. The Postage Statement shows the month-to-date activity.

**There are 4 supported payment methods:**

1. **ACH Debit**
2. **Check**
3. **ACH Credit**
4. **Wire Transfer**

(Click on one of the methods above for specific instructions.)

# 1. ACH Debit

ACH Debit is distinctly different from all other payment methods in that the funds are transferred directly into your PSD. With all other payment methods, funds are first moved to your ePostage account with Data-Pac, and resets are performed against this account credit.

You enable ACH Debit on your ePostage account by completing the ACH Debit section on your **Meter Rental Agreement**. If you've already submitted your Meter Rental Agreement, but would now like to add ACH Debit support, please contact Data-Pac at 800-355-1775.

If ACH Debit is enabled on your account, you can still use the other payment methods as well. Whenever a reset is requested, our CMRS will always exhaust your account credit before creating an ACH Debit.

On resetting a meter with ACH Debit, the funds are immediately loaded into the meter. That night a record of the transaction is transmitted from Data-Pac to Citibank. When Citibank processes the transaction, the funds are moved electronically from your bank account to the Postal Service account, over the Automated Clearing House (ACH) network. With this method, the funds are never actually in your ePostage account.

## 2. Check

To pay by check, you must mail a physical check to our Citibank lockbox address. Once the check is processed by Citibank, they send a record of the transaction to Data-Pac. When Data-Pac processes the transaction, the funds are available as credit in your ePostage account. Specific instructions follow.

Please make the check out as indicated below and send it to the address specified. You do not need to use any coupons or preprinted Data-Pac envelopes.

Once the check is processed through the bank and our CMRS system, the money is then available in your Data-Pac ePostage account for resetting your Data-Pac meters. It may take 5-7 business days from the time you mail the check until the funds are available within our reset system.

**To ensure proper crediting to your Data-Pac ePostage account, please follow these instructions exactly. \* Note that you need to supply your 7-digit Data-Pac ePostage account number in the Memo on the check. If there is no Memo field, it should be written in the Memo area. Alternatively, you can show it on the check skirt, prefaced by “ePostage Account: ”.**

**Make the check out as follows:**

Pay To: U.S. Postal Service (Data-Pac)

Memo: 1234567

*(supply your 7-digit ePostage account number here)*

**Mail the check to:**

USPS DATA-PAC

PO Box 7247-6362

Philadelphia, PA 19170-6362

\* Your ePostage account number is specified on your Postage Statements. It is also the DMS Account Number specified in your eSmart-Mail options.

### 3. ACH Credit

You must set up ACH Credit payments through your bank. They will give you specific instructions on how to initiate an ACH Credit. They will need the following information:

Citibank NA  
ABA: 021000089  
111 Wall Street  
New York, NY 10005

DDA: 30642952  
Account Name: USPS Data-Pac  
Lockbox Number: 6362

**Also, you must specify your ePostage account number in the CUST ID field. Do not add any extra information, the CUST ID field must contain only your ePostage account number.**

**CUST ID: 1234567**

This is just an example – please replace “1234567” with your ePostage account number. Your ePostage account number is specified on your Postage Statements. It is also the DMS Account Number specified in your eSmart-Mail options.

When your bank processes an ACH Credit for you, the funds are moved electronically from your bank account, through our Citibank lockbox to the Postal Service account, over the ACH network. Then Citibank sends a record of the transaction to Data-Pac. When Data-Pac processes the transaction, the funds are available as credit in your ePostage account.

## 4. Wire Transfer

You must set up Wire Transfer payments through your bank. They will give you specific instructions on how to initiate a Wire Transfer. They will need the following information:

Citibank NA  
ABA: 021000089  
111 Wall Street  
New York, NY 10005

DDA: 30642952  
Account Name: USPS Data-Pac  
Lockbox Number: 6362

**Also, you must specify your ePostage account number in the Details section. Do not add any extra information, the entire Details section must contain only your ePostage account number.**

**Details: 1234567**

This is just an example – please replace “1234567” with your ePostage account number. Your ePostage account number is specified on your Postage Statements. It is also the DMS Account Number specified in your eSmart-Mail options.

When your bank processes a Wire Transfer for you, the funds are moved electronically from your bank account, through our Citibank lockbox to the Postal Service account. Then Citibank sends a record of the transaction to Data-Pac. When Data-Pac processes the transaction, the funds are available as credit in your ePostage account.

Please note that your bank will assess a fee for performing each Wire Transfer.