**Mail Services**

**Nonprofit Mailings**

An authorization to mail at the Nonprofit Standard Mail rates is a privilege reserved by law to authorized organizations. Civil and criminal penalties apply to false, fictitious or fraudulent statements made in connection with a Nonprofit Standard Mail mailing. In order to protect Permit 68, the following rules are in addition to those listed above:

* An authorized organization must not use the Nonprofit Standard Mail rates to send matter on behalf of or produced for an unauthorized organization or entity.
* An authorized organization must make sure that only its own matter is mailed under its Nonprofit Standard Mail authorization.
* An authorized organization must not “rent,” delegate or lend its Nonprofit Standard Mail authorization to any other person or organization.
* An authorized organization must make sure that a postage statement is presented with each mailing and that the signature of the postage statement certifies the eligibility of the mail for the Nonprofit Standard Mail rates.
* Any department using Permit 68 or TTUHSC Nonprofit mailing exemption without proper authorizations will lose their mailing privileges under these categories. It should be noted that the USPS does possess punitive authority in these matters.