

# Postage Charge Slip International Mail Only



Charge to Department

Mailed By  Box # 870  Dept. Phone 348-

BANNER FOAPAL Codes

COA	FUND	ORGN	ACCT	PROG
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Indicate below how mail should be processed:

- USPS First Class Mail International
- USPS Express Mail International
- USPS Priority Mail International
- Other

Fold Here

## INSTRUCTIONS

- All mail being sent internationally should be accompanied by a completed International Charge Slip and must be kept separate from all other mail.
- International mail that is not kept separate from mail traveling to U.S. destinations could result in having that mail be processed in the wrong classification and will most likely receive incorrect postage.
- When shipping overseas, you generally need a customs form for all international mail.\* What form you need depends on the service you're using and the declared value of your mail.

\* You do not need a customs form for either First-Class Mail International® items or Priority Mail International Flat Rate™ Envelopes if they weigh less than 16 oz, are no more than 3/4" thick, and contain only documents.

**Complete your customs form using the [USPS online tool](#)**

- When addressing your mail piece, the last line of the address should contain only the name of the destination country spelled in English, all capital letters with no abbreviation.

Click here for more information: <http://campusmail.ua.edu/uspost.html>