



Charge to Department

Mailed By

Box # 870

Dept. Phone 34

Email

COA

FUND

ORGN

ACCT

PROG

BANNER FOAPAL Codes

**Indicate below how mail should be processed:**

USPS First Class Mail International

USPS Express Mail International

USPS Priority Mail International

Other

<b>Internal Use</b>
_____ Pieces
\$ _____
_____ Initial
____/____/____

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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.