



**Metered Mail Form
For US Mail
INTERNATIONAL MAIL ONLY**

Date

Charge to Department

Requested By Campus Zip Dept. Phone

Number of pieces: _____

Workday ID:

If you need another Work-

-day ID, type over the CC.

Fund Information

This is the default

code for postage.

WORKDAY ID REFERENCE

CC - CostCenter

GI - Gift

GR - Grant

PG - Program

PJ - Project

Indicate below how mail should be processed:

USPS First Class Mail International

Other

USPS Express Mail International

USPS Priority Mail International

Fold Here

INSTRUCTIONS:

Mail being sent internationally must be accompanied by a completed VUMC International Metered Mail Request form and must be kept separate from all other mail.

Meter charges are uploaded monthly and will be visible in Workday after each monthend close is done.

IMPORTANT - all International parcels must be accompanied by a completed and signed customs form (USPS form 2976 or 2976A). Handwritten customs forms are no longer acceptable. However, you can complete this form online and print it at the USPS web page:

<https://www.usps.com/international/customs-forms.htm>

ALSO IMPORTANT - if you are mailing to member countries of the **European Union** - more stringent customs declarations rules came into effect in March of 2023. Failure to adhere to these guidelines could result in mail being refused entry. The USPS has a mailer's guide here:

<https://www.usps.com/international/customs-forms.htm#new-rules>

Good addressing is particularly important on International mail. Be sure to type or computer-print the address or be very careful to write legibly if handwritten. Remember that *the last line of the recipient's address should be the country name, written in English, in all capital letters, with no abbreviations.*