

BOBBY JINDAL  
GOVERNOR



KRISTY NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Mail Operations**

**Information Notice 15-01**

January 28, 2015

Re: Barcode Mail Processing Change

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If you send your mail to the Office of State Mail Operations to have postage applied, please disregard this notice.

For all State Agencies who meter their own postage, please note that there will be a change in the way barcoded mail is processed. Beginning **February 2, 2015**, all First Class letter sized mail submitted to the Office of State Mail Operations for barcoding **MUST** be metered at the 5 digit automation postage rate. This rate is currently .381 per piece for 1 and 2 ounce letters.

DMS (our barcode vendor) has upgraded its equipment and software. The result will allow for greater discounts for your letter mail since the amount of postage metered will be 2.5 cents lower. It is expected that more of the State's mail will qualify for the lower 5 digit postage rates. You will still be charged the applicable fees for those pieces that are upgraded to a higher postage rates. In addition, there will be no more 5 digit credits issued as mail will now be metered at this rate.

Any mail received after February 2 that is metered at the 3 digit rate will either be

- processed with the too much postage applied or
- returned to sender to be reworked and sent back to OSMO with the correct postage amount applied.

If returned, it will be your responsibility to apply for any unused postage refunds from the USPS.

If you are not the person needing this information, please forward this information to the staff that processes your agency's mail so they are aware of this change. Do not hesitate to contact us if you have any questions regarding this change.