



Submitting Statements of Ownership

PS Form 3526 (Statement of Ownership, Management, and Circulation) is required for all Periodicals publications annually on or before the first of October. Periodicals privileges may be suspended if the deadline is not met.

To submit PS Form 3526:

1. Go to the Business Customer Gateway on usps.com and log on. Click **Postal Wizard (PostalOne!)**. Alternately, click **Postal Wizard** on the left menu bar on the left menu bar if you are already on another *PostalOne!* page.
2. Click **3526**.
3. Enter the year. The default is the current year.
4. Click a permit number. All Periodicals and Pending Periodicals permits you can access are listed.
5. Enter basic publication information and associated individuals (such as the publisher, editor, etc.). The number of issues published per year and Publisher are required.
 - If Publisher, Editor, and Managing Editor are the same, select the **Same as Publisher** check box for the Editor and Managing Editor and the *PostalOne!* system will complete those fields with information from the Publisher fields.
 - If Editor and Managing Editor are unnecessary, select the **N/A** check box.
 - To verify address accuracy, select the **AMS** check box.
6. Add, edit, or delete owners and known bondholders, mortgagees, and other security holders. List all individuals or organization with more than a 1% interest in the ownership, bonds, mortgages, or securities.
 - If no individual or organization holds any bonds, mortgages, or securities, select the **None** check box.
 - If all owner information is on file at the origin entry office (where the permit was first requested), select the **List of owners is in the publication file at the original entry office** check box.
 - To verify the accuracy of addresses, select the **AMS** check box.
 - To add an individual or organization, click **Add** for the appropriate designation (owner, bondholder, etc.). In the dialog box, enter the full name and address of the individual or organization, then click **Add**. To cancel without saving the new entry, click **Close**.
 - To update an individual or organization, click **Edit** for the appropriate designation (owner, bondholder, etc.). In the dialog box, update the full name and address of the individual or organization, then click **OK**. To cancel without saving the changes, click **Cancel**.
 - To remove an individual or organization, select the appropriate name, then click **Delete**.
 - To submit owner information from a file, select the **Upload Owner Information** check box, then click the **Browse**. Navigate to the file on your computer, then click the file. Click **Open**. Owner information cannot be an executable file; it should be either a text file (such as a .txt or .doc file) or a file with an image of the scanned information (such as a .gif or .pdf file).
7. For nonprofit organization, indicate if nonprofit authorization has changed in the past year. If not, click **Has Not Changed During Preceding 12 months**. If nonprofit authorization has changed, click

Has Changed During Preceding 12 Months, then enter an explanation of the changes. This option only appears if the nonprofit authorization has been requested in the past for the permit.

8. Click **Continue**.
9. If necessary, on the address verification page, select the appropriate address. To accept the address as entered, click **Accept This Address**. Otherwise, select the appropriate address, then click **Select Address** at the bottom of the page. Repeat if necessary until all addresses have been verified. This is only necessary if the AMS check boxes were selected in steps 5 or 6.
10. Enter the issue date to use for circulation information, then click a **Calculation Method** option. To enter circulation information manually, click **Manual**. To have the system automatically complete circulation information based on mailings in the select year, click **Automatic**.
11. Enter circulation information and the name and title of the person approving (signing) the form, select the certification check box. Signatory name, Issue Date and the certification check box are required.
12. To save as a draft, click **Save as Draft**. Otherwise, click **Save as Final** to submit the form. Drafts save all entered information, but the form is not listed as complete and does not appear as a completed form in USPS reports until a final version has been submitted.
13. Click **OK** in the message box to acknowledge that the Statement of Ownership, Management, and Circulation for the current year has been saved.