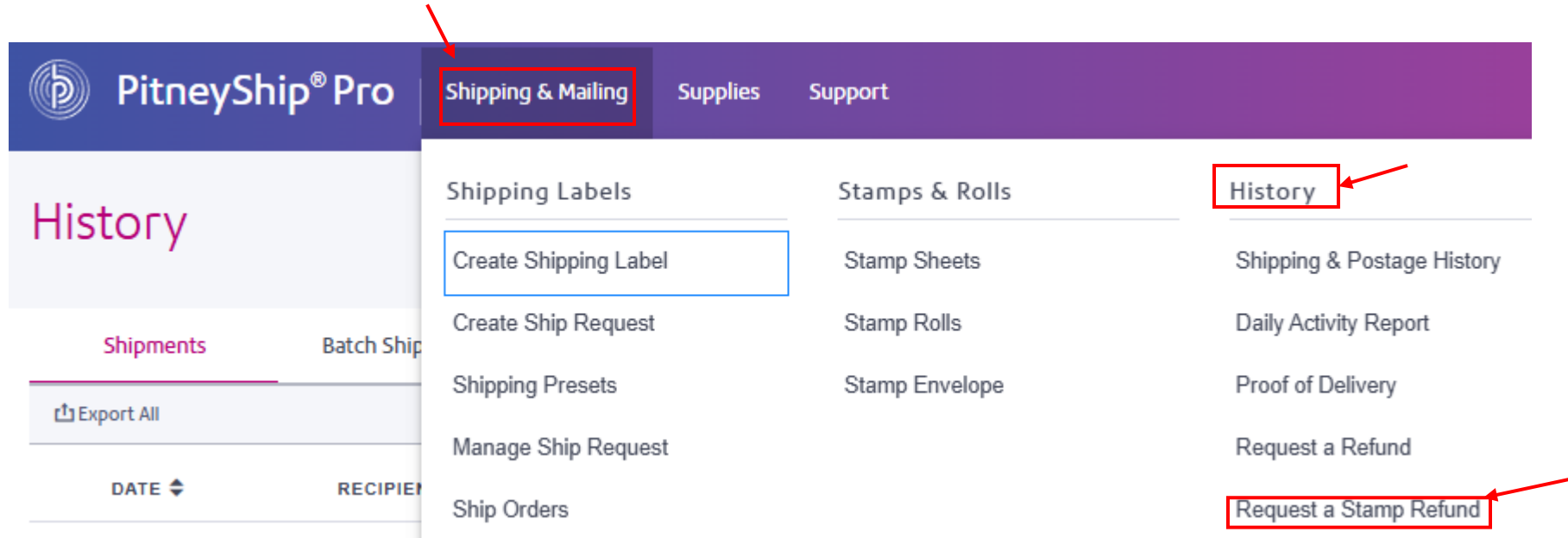


Requesting Stamp Refund on PitneyShip Pro

1. Select **Shipping & Mailing, History, Request a Stamp Refund**. The **USPS Stamps** tab shows only the stamps that are eligible for a refund



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2. Select the arrow next to the stamp transaction you wish to refund.

3. Select the boxes next to the individual stamps you wish to refund. You can select stamps from more than one transaction to be refunded at the same time.

4. Once all of the stamps for which you need to request a refund are selected, select the **Print Refund Form** button.

Shipments	Batch Shipments	USPS Stamps	Proof of Delivery	Shipping Label Refunds	Postage	USPS Stamps Refunds
<input checked="" type="checkbox"/> Print Refund Form (4 stamps selected)		<input type="button" value="Export All"/>				
DATE CREATED	STAMP FORMAT	MAIL CLASS	STATUS	AMOUNT		
> 12/17/24 (1 stamp)	ERRBarcode	First-Class Mail®	COMPLETE	\$8.44		
<input checked="" type="checkbox"/> 12/17/24 (20 stamps)	StampSheet	Multiple	COMPLETE	\$13.80		
Purchased On	Stamp Sheet Number	Stamp Quantity	Cost Account			
12/17/24, 9:01 AM		20				
MAIL SERVICE	EXTRA SERVICE	MAILING DATE	STAMP VALUE			
<input checked="" type="checkbox"/> First-Class Mail® Letter - 1oz \$0.69		N/A	\$0.69			
<input checked="" type="checkbox"/> First-Class Mail® Letter - 1oz \$0.69		N/A	\$0.69			
<input checked="" type="checkbox"/> First-Class Mail® Letter - 1oz \$0.69		N/A	\$0.69			
<input checked="" type="checkbox"/> First-Class Mail® Letter - 1oz \$0.69		N/A	\$0.69			
<input type="checkbox"/> First-Class Mail® Letter - 1oz \$0.69		N/A	\$0.69			
<input type="checkbox"/> First-Class Mail® Letter - 1oz \$0.69		N/A	\$0.69			
<input type="checkbox"/> First-Class Mail® Letter - 1oz \$0.69		N/A	\$0.69			
<input type="checkbox"/> First-Class Mail® Letter - 1oz \$0.69		N/A	\$0.69			
<input type="checkbox"/> First-Class Mail® Letter - 1oz \$0.69		N/A	\$0.69			
<input type="checkbox"/> First-Class Mail® Letter - 1oz \$0.69		N/A	\$0.69			
<input type="checkbox"/> First-Class Mail® Letter - 1oz \$0.69		N/A	\$0.69			

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5. Confirm the stamps to be refunded and select **Download Form**. To remove stamps from this refund request, uncheck the boxes on this screen

6. The PDF form opens. Your information and the selected stamps will already be filled in. Do not write any other stamps on the form. (If you need to refund additional stamps, follow the steps above to create another form.) Print and sign the form.



Stamp Refund Summary

	Date of Stamp	Stamp Value
<input checked="" type="checkbox"/>	Dec 21, 2023	\$7.42
<input type="checkbox"/>	Dec 21, 2023	\$7.42
<input checked="" type="checkbox"/>	Dec 21, 2023	\$0.63

Total Stamps: 2
Total Refund Amount: \$8.05

Note: The original spoiled postage MUST be enclosed along with the refund request form. The absence of original spoiled postage may result in the refund being denied. Refund will be issued in 10-14 business days after the request is raised.

5 → [Download Form](#) [Cancel](#)

7. Mail the form **and the spoiled postage** to the address provided.
Important: The original spoiled or misprinted stamp sheets, envelopes, or stamp roll labels **must** be mailed in along with the form. If it is not included, the USPS will reject the request.