DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS
1500 11th Street, 5th Floor | Sacramento, CA 95814 | Tel (916) 657-2166 | Fax (916) 653-3214 | www.sos.ca.gov

November 12, 2008

County Clerk/Registrar of Voter (CC/ROV) Memorandum #08316

TO: All County Clerks/Registrar of Voters

FROM: Deirdre Avent
DEIRDRE AVENT
Elections Analyst

RE: Voter Registration: 2009 Business Reply Mail (BRM) Postage Renewal Fees

As the end of the calendar year approaches, many of you may begin receiving invoices from the USPS to renew the Voter Registration Business Reply Mail (BRM) Annual Accounting Fee for $565.00 and the Annual BRM Permit fee for $180.00. In order to pay these fees in a timely manner, I am requesting that you forward the invoices to my attention via mail, fax, or email. I will process the invoices and return a check for you to submit to the USPS.

Please note that the BRM Permit in the amount of $180.00 is a one-time fee paid by the Secretary of State's Office. The permit is valid for all counties to use on behalf of the Secretary of State's Office. I will forward a copy of the receipt to your office with the check for the accounting fee. Please present the copy to your local post office as proof of payment for the permit. Also, keep in mind for counties that do not have a yearly mail volume of 883 pieces of voter registration cards, it's not cost effective to pay the $565.00 annual accounting fee to your local post office.

You may forward the invoices by one of the following methods:

MAIL: Secretary of State
Elections Division
ATTN: Deirdre Avent
1500 11th Street, 5th Floor
Sacramento, California 95814

FAX: (916) 653-3214 ATTN: Deirdre

EMAIL: davent@sos.ca.gov

If you have any questions, please contact me at (916) 657-2166. Thank you!