



# Shirley N. Weber, Ph.D.

## CALIFORNIA SECRETARY OF STATE

### Elections Division

1500 11th Street, 5th Floor | Sacramento, CA 95814 | 916.657.2166 | [elections@sos.ca.gov](mailto:elections@sos.ca.gov)

January 2, 2024

County Clerk/Registrar of Voters (CC/ROV) Memorandum #24001

TO: All County Clerks/Registrars of Voters

FROM: /s/ Mandy Wright  
VRC-VNC Coordinator

RE: Voter Registration: 85814 Business Reply Mail Annual Fees

Annual maintenance fees for the Secretary of State (SOS) Business Reply Mail (BRM) 85814 Sub-Accounts, which enable counties to receive voter registration cards mailed by voters, are invoiced by USPS based on sub-account expiration dates for individual counties. Many counties have already received a notice/invoice from the USPS to renew the annual maintenance fee, which was recently increased to \$910.00 per year.

The BRM 85814 master account annual permit fee in the amount of \$310.00 is not a per county fee and has already been paid by SOS for the 2024 calendar year. Attached is a copy of the payment receipt for this fee. Please present this copy to your local post office as proof of payment, if required.

To request payment of your county's BRM 85814 sub-account annual maintenance fee of \$910.00, if you have not already done so, please submit your BRM 85814 annual maintenance fee notice/invoice by email, fax, or mail. Once processed, we will mail a check to your county to submit to your local USPS office.

Email: [VRC-VNC@sos.ca.gov](mailto:VRC-VNC@sos.ca.gov)  
OR  
Fax: (916) 653-3214  
Attn: VRC-VNC Coordinator  
OR  
Mail: California Secretary of State  
Elections Division  
Attn: VRC-VNC Coordinator  
1500 11th Street, 5th Floor  
Sacramento, CA 95814

If you have any questions, please contact me by email at [VRC-VNC@sos.ca.gov](mailto:VRC-VNC@sos.ca.gov) or by calling (916) 695-1561.

Account Information

Account Number: 1000013820  
Permit: BR 85814-000  
Company: CALIFORNIA SECRETARY OF STATE, ELECTIONS DIVISION  
Address: 1500 11TH ST FL 5 SACRAMENTO, CA 95814-5701  
Where Issued: n/a  
Comments: UPDATED CONTACT INFO ON 08/05/2021 BY SAC MRC PA  
Current Balance: EPS \$37,011.45  
Contact: [REDACTED]  
Phone Number: 916-695-1628  
Finance Number: 05-6678

**Fee Payment Transaction**

Fee (Paid from Account Only)	Amount	Payment Date	Expiration Date	Transaction Number	Action
BRM Permit	\$310	12/21/2023	01/07/2025	202335518280016F	

Payment Method: Account

Location: 813