

***PostalEase* Allotments to Postmasters and Managers Political Fund
UPMA PAC
(For Active Postmasters)**

It's easy! Just use the established, confidential and secure *PostalEASE* telephone salary allotment system---or you may process your allotment on line. In this way, you are able to make a "direct deposit" from your paycheck to UPMA PAC. Each postmaster and manager currently has available for use **one "Net-to-Bank"** transaction (your payroll direct deposited to bank) **plus two additional allotments** through *PostalEASE*.

To authorize your allotment on line go to your website at www.liteblue.usps.gov. You will need your USPS employee ID number and PIN number.

- Click on "PostalEase", "I agree", Enter employee ID and PIN again
- Click on "Allotments/Payroll NTB", "Continue", choose "Allotments"
- Enter Bank Routing Number (from worksheet below), enter account number (see worksheet), enter account type as "checking", enter amount of contribution.
- Click "Validate", "Submit", "Print Page". Record your confirmation number

OR: Call *PostalEASE* toll-free at 1-877-4PS-EASE (1-877-477-3273

- When prompted, select *PostalEASE*, then enter PIN number
- Follow the script and prompts to complete the transaction using the information from your completed *PostalEASE* Allotments/Net To Bank Worksheet.

After completing your entries, you will hear and should record the following:

- Confirmation Number _____
- Your allotment will be processed on this date: _____
- Your allotment will be reflected in your paycheck that is dated _____

It is recommended that you keep this information and your *PostalEASE Allotments/Net To Bank Worksheet*. Should you have trouble using *PostalEASE*, you may contact your local personnel office for assistance. If you have other questions, please contact Bob Levi at 703-683-9027 or blevi@unitedpma.org

***PostalEase* Allotments/Net To Bank Worksheet**

1. Allotment #1

Begin (add) an Allotment Cancel an Allotment Change an Allotment

Enter this 9-digit Financial Institution Routing Number **0 5 4 0 0 1 2 2 0**

Your Account Number to Be Credited 7 7 7 7 7 7 7 7 _____

Enter eight "7s" plus your social security number to complete your 17-digit account number

Type of Account: Savings Checking

Amount of new or changed allotment: \$ _____