

PostalEase Allotments to Postmasters and Managers Political Action Fund
(UPMA PAC)

It's easy to switch your allotment from the LEAGUE PAC to our new PAC! 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 the change in your PAC 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"
- You will need to cancel your LEAGUE PAC allotment, routing number
- Then you, you will need to begin your new UPMA Allotment
- 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@napus.org

PostalEase Allotments/Net To Bank Worksheet

1. Cancel Allotment to LEAGUE PAC (Financial Institution Routing Number)

2. 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: \$ _____