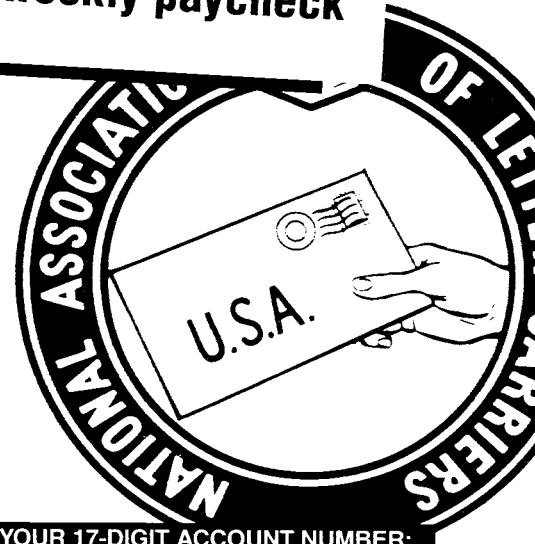


**NEW! Contribute  
to COLCPE regularly from  
your biweekly paycheck**

# How to contribute to **COLCPE** using PostalEASE



Letter carriers can contribute directly to COLCPE (NALC's Committee on Letter Carrier Political Education) from their paychecks every pay period using the Postal Service's PostalEASE. Through PostalEASE you can designate COLCPE as one of your two\* payroll "allotments."

**YOUR 17-DIGIT ACCOUNT NUMBER:**

**1** Be sure you know your 4-digit USPS Personal Identification Number (PIN). If you cannot remember your PIN number, call PostalEASE at 1-877-4PS-EASE, select "1", enter your Social Security Number, select "1" to hear information about your PIN, and select "2" to have your PIN mailed to you.

\_\_\_\_\_ 0 0 3 4 9 5 2 5 3 5

(First 7 digits of ID number on Postal Record label)

**2** Create your own *Account Number* by inserting in the spaces at right the first *seven* digits of the ID number that appears above your name on the back cover of your *Postal Record*.

\*\*\*\*\*AUTO\*\* 5-DIGIT 54321  
XXXXXXXX89 LC 9876 W13 08  
JOHN CARRIER  
1234 MAIN STREET  
ANYWHERE, US 54321-9999

**3** Now you are ready to call PostalEASE toll-free at 1-877-4PS-EASE (1-877-477-3273)

- When prompted, select "1" for PostalEASE and then enter your Social Security Number and your USPS PIN
- Select "2" for payroll options
- Select "1" for allotments
- *Disregard* instruction to complete Allotment Worksheet and select "2" to continue
- Select "3" to ADD a new allotment
- Enter the 9-digit Financial Institution Routing Number:  
**0 6 4 0 0 0 0 1 7**
- Select "1" to continue processing allotment
- Select "1" to "enter the allotment now"
- Enter your 17-digit Account Number from above
- Enter "1" for Checking
- Enter amount of allotment: \$ \_\_\_\_\_ .00 *per pay period*.  
If amount is correct, select "1"

\* If you already have two allotments, you must cancel one to contribute to COLCPE through PostalEASE. To do so, follow the instructions at left but instead of selecting "3" to add a new allotment, select "2" to cancel an allotment.

**After completing your entry,  
do not end the call until you  
hear the following:**

Confirmation Number:  
\_\_\_\_\_

Your allotment will become effective on:  
\_\_\_\_\_

Your allotment will be reflected in  
paycheck dated:  
\_\_\_\_\_

*Keep this information for your  
records and future reference.*