



# Active letter carriers: Contribute to **COLCPE** using PostalEASE

## by phone.....

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 three\* payroll "allotments."

- 1** Be sure you know your 8-digit Employee ID Number (on your paystub) and 4-digit USPS Personal Identification Number (PIN). If you cannot remember your PIN, call PostalEASE at 1-877-4PS-EASE (1-877-477-3273), select "1", enter your 8-digit employee ID number, and select "2" to have your PIN mailed to you.
- 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*.

**YOUR 17-DIGIT ACCOUNT NUMBER:**

----- 0 0 3 4 9 5 2 5 3 5  
(First 7 digits of ID number on Postal Record label) ←.....

\*\*\*\*\*AUTO\*\* 5-DIGIT 54321  
(XXXXXX)89 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 8-digit Employee ID 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 following Financial Institution Routing Number:  
**0 6 4 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 three 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.*

By making a COLCPE allotment through PostalEASE, you are doing so voluntarily with the understanding that your monthly contribution is not a condition of membership in the National Association of Letter Carriers or of employment by the Postal Service, nor is it a part of union dues. You may refuse to contribute without any reprisal. COLCPE will use the money it receives to contribute to candidates for federal office and undertake other political spending as permitted by law. Your selection shall remain in full force and effect until cancelled through the PostalEASE system. Only NALC members, NALC executive and administrative staff, and their immediate household family members may contribute to COLCPE. Contributions to COLCPE are not deductible for federal income tax purposes.