

Information Sheet

Use *PostalEase* for your Allotments to NAPUS PAC

Postmasters now have a new and convenient way to contribute to NAPUS PAC. NAPUS PAC is the largest and most aggressive postal management organization political action committee. Its sole purpose is to support Members of Congress and candidates for congressional office who support legislation benefiting postmasters and their families.

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

- First - Prepare a *PostalEASE* Allotments/Net to Bank Worksheet (See Below)
- Second - Call *PostalEASE*

- 1 Have the following information ready when you call *PostalEASE*.
 - Your USPS Personal Identification Number (Pin)
 - Your completed *PostalEASE* Allotment Worksheet, including the routing number for the bank and the NAPUS PAC account number
- 2 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.
- 3 After completing your entries, you will hear and should note the following:
 - Confirmation Number _____
 - Your Choices will be processed on this date: _____
 - Your choices 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

NOTE: Should you have trouble using *PostalEASE*, you may contact your local personnel office for assistance. If you have other questions, please contact Cora Lee Martins, NAPUS PAC Manager at 703-683-9027 or cmartins@napus.org

PostalEase Allotments/Net To Bank Worksheet

I. 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 77777777 _____

Enter your social security number to complete your 17-digit account number

Type of Account: Savings Checking

Amount of new or changed allotment: \$ _____