



# SIGN ME UP!

## How to contribute to the Letter Carrier Political Fund using PostalEASE — Enroll by PHONE

Through **PostalEASE**, active letter carriers can contribute directly from their USPS paychecks to the Letter Carrier Political Fund (NALC's PAC) by designating the Political Fund as one of the three payroll "allotments."

### ENROLLMENT BY PHONE

Call PostalEASE toll-free at **1.877.4PS.EASE (1.877.477.3273)**

1. When prompted, select "1" for PostalEASE
2. Enter your 8-digit Employee ID Number and your USPS 4-digit PIN
3. Select "2" for payroll options
4. Select "1" for allotments  
*Disregard instruction to complete Allotment Worksheet and select "2" to continue.*
5. Select "3" to ADD a new allotment
6. Enter the following Financial Institution Routing Number: 0 6 4 0 0 0 1 7
7. Select "1" to continue processing allotment
8. Select "1" to "enter the allotment now"
9. Enter your 17-digit Account Number (See step D at left)
10. Enter "1" for Checking
11. Enter amount of allotment: \$ \_\_\_\_\_ / pay period  
*Maximum yearly amount is \$5,000*
12. If amount is correct, select "1"

NOTE: If you already have three allotments, you must cancel one to contribute to the Political Fund through PostalEASE. To do so, follow the instructions above but instead of selecting "3" to add a new allotment, select "2" to cancel an allotment.

After completing your entry, stay on the phone for the following information:

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

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

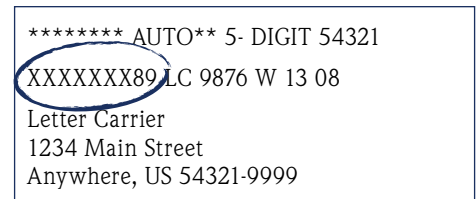
Your allotment will be reflected in paycheck dated: \_\_\_\_\_

Keep this information for your records and future reference.

#### BEFORE YOU START, YOU'LL NEED:

- A. Your 8-digit Employee ID Number (on your paystub)
- B. Your USPS PIN
- C. Your Postal Record Number (Located on the back cover of your Postal Record magazine, above your name. **Or** call 202.393.4695 to get your Postal Record Number).

Your Postal Record Number is on the cover of NALC's monthly magazine:



- D. To create your personal account number, insert the seven digits of your Postal Record Number to the spaces below:

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

By making a contribution to the Letter Carrier Political Fund, you are doing so voluntarily with the understanding that your contribution is not a condition of membership in the National Association of Letter Carriers or of employment by the Postal Service, nor is it part of union dues. You have a right to refuse to contribute without any reprisal. Any guideline amounts are merely suggestions, and you may contribute more or less than the guidelines suggest and the union will not favor or disadvantage you by reason of the amount of your contribution or your decision not to contribute. The Letter Carrier Political Fund 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. Contributions to the Letter Carrier Political Fund are not deductible for federal income tax purposes. Federal law prohibits the Letter Carrier Political Fund from soliciting contributions from individuals who are not NALC members, executive and administrative staff or their families. Any contribution received from such an individual will be refunded to that contributor. Federal law requires us to use our best efforts to collect and report the name, mailing address, name of employer and occupation of individuals whose contributions exceed \$200 in a calendar year.