

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 Employee ID Number (located at the top of your earnings statement), select "1" to hear information about your PIN, 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*.

\_\_\_\_\_ 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 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 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.

By making a COLCPE allotment through PostalEASE, 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 employment by the Postal Service nor a part of union dues and that COLCPE will use the money it receives to contribute to candidates for federal office as permitted by law. You are also making this allotment with the understanding that COLCPE contributions are not tax deductible and that your selection shall remain in full force and effect until canceled through the PostalEASE system.