



# SIGN ME UP!

## How to contribute to the Letter Carrier Political Fund using PostalEASE — ONLINE Enrollment

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."

### Online Enrollment

1. Login to USPS's Postal Ease website at <https://ewss.usps.gov>  
You may also get to the Postal Ease website through the USPS LiteBlue website See the instructions below
2. Click "I agree"
3. Enter your Employee ID number and Password and click "Submit"  
If you have not yet set up a password click the link provided on the page or go to:  
<https://ssp.usps.gov/ssp-web/welcome.xhtml>  
If you forgot your password click the link provided on the page or go to:  
<https://ssp.usps.gov/ssp-web/einVerification.xhtml>
4. Under Payroll click "Allotments / Payroll Net To Bank"
5. Click "Continue"
6. Click "Allotments"
7. Enter the 9-digit Financial Institution Routing Number: 0 6 4 0 0 0 1 7
8. Enter your 17-digit Account Number \_\_\_\_\_ 0 0 3 4 9 5 2 5 3 5  
*See instructions in step D at right*
9. Enter Account type as "checking"
10. Enter amount of your Allotment: \$ \_\_\_\_\_  
*The maximum yearly amount is \$5,000*
11. Click VALIDATE
12. Click SUBMIT
13. Print or write down your confirmation number for your records

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

- A. Your 8-digit Employee ID Number (on your paystub)
- B. Your USPS password
- 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). See the example below.



- 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

#### To get to Postal Ease through Lite Blue:

- Got to <https://liteblue.usps.gov/>
- Enter you employee ID and Password and click "Log On"
- Click "My HR"
- Click "Employee Apps"
- Click "PostalEASE"
- Begin at step 1 above

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. 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, occupation and name of employer of individuals whose contributions exceed \$200 in a calendar year.



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## 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: \_\_\_\_\_

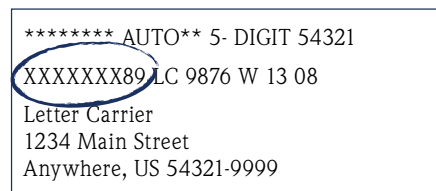
Your allotment will be reflected in paycheck dated: \_\_\_\_\_

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

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## How to contribute to the Letter Carrier Political Fund using ELECTRONIC FUND TRANSFER

Through a monthly **Electronic Fund Transfer**, NALC members can contribute directly from their bank account to the Letter Carrier Political Fund (NALC's PAC). On the 1st of every month, the Political Fund will automatically (and without a fee) deduct from your bank account the amount you choose to contribute.

### Electronic Fund Transfer Authorization

Fill out and return this form with a **voided check** to the address below

I, \_\_\_\_\_ (your name) hereby authorize my bank to deduct from my checking account the monthly the sum of:

\$25  \$20  \$15  \$10  \$5  Other: \$\_\_\_\_\_ (Maximum amount per year is \$5,000) and forward that amount to the Letter Carrier Political Fund (NALC's PAC). I make this authorization voluntarily and may revoke it at any time by notifying the Letter Carrier Political Fund in writing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name (please print): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ OR Postal Record number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### ATTACH A VOIDED CHECK HERE.

Please send this completed form and your voided check to:

**The Letter Carrier Political Fund**  
100 Indiana Ave NW,  
Washington, DC 20001-2144

Your Postal Record Number (circled):

\*\*\*\*\* AUTO\*\* 5- DIGIT 54321  
XXXXXXX LC 9876 W 13 08  
Letter Carrier  
1234 Main Street  
Anywhere, US 54321-9999

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. The guideline amounts listed above 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, occupation and name of employer of individuals whose contributions exceed \$200 in a calendar year.



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## How to contribute to the Letter Carrier Political Fund using your retirement ANNUITY

Using your **Annuity**, retired NALC members can contribute directly from their CSRS or FERS annuities to the Letter Carrier Political Fund (NALC's PAC) on a monthly basis. This is a convenient way to make regular donations to the political action fund similar to the payroll system available to active carriers.

### Enroll by Phone

Call the NALC Retirement Office at 202.662.2877 anytime or toll-free at 1.800.424.5186 Monday, Wednesday and Thursday from 10 a.m. to noon or 2 to 4 p.m. (ET). (Note: you will need your CSA retirement Claim number.)

### Enroll Online

1. Go to [www.servicesonline.opm.gov](http://www.servicesonline.opm.gov)
2. Enter your CSA number, beginning with the letter A and ending with a zero. SAMPLE: A22222220
3. Enter your PIN (Personal Identification Number). If you don't know it, click Using Services Online for help with one.
4. Once you've entered your CSA number and PIN, click Log In.
5. On the next page, click ALLOTMENTS TO ORGANIZATIONS.
6. Click START
7. Select the Letter Carrier Political Fund (Formerly COLCPE)
8. Enter the amount of your monthly contribution. (Maximum yearly amount is \$5,000)
9. Click SAVE
10. On the next page click YES (if correct), then print the next page for your records.

### Enroll by Mail

Complete this form and send to:

NALC Retirement Department, Attention: Letter Carrier Political Fund, 100 Indiana Ave. NW, Washington, DC 20001-2144

I, \_\_\_\_\_ (your name) wish to contribute to the Letter Carrier Political Fund. I authorize the Office of Personnel Management to withhold the amount below from my *monthly* annuity payments:  
 \$25  \$20  \$15  \$10  \$5  Other: \$\_\_\_\_\_ (Maximum amount per year is \$5,000) and forward that amount to the Letter Carrier Political Fund (NALC's PAC). I make this authorization voluntarily and may revoke it at any time by notifying the Letter Carrier Political Fund in writing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Full Name (please print): \_\_\_\_\_ Branch: \_\_\_\_\_  
CSA or Social Security Number: \_\_\_\_\_ Phone: \_\_\_\_\_

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