## Contribute on the web at **liteblue.usps.gov**

Carriers can also go online to use PostalEASE. With PostalEASE, carriers can contribute directly from their paychecks every pay period. Through PostalEASE you can designate COLCPE as one of your three payroll "allotments."



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**Be sure you know your 8-digit Employee ID Number (on your paystub) and your 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 Employee ID Number, and select "2" to have your PIN mailed to you.

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.

## **S** Now you are ready to go online to liteblue.usps.gov

- Enter Employee ID and PIN and click "log on"
- Click on "Postal Ease"
- Click on "I agree"
- Enter Employee ID and PIN again and log in
- Click on "Allotments/Payroll NTB"
- Click on "Continue"
- Click on "Allotments"

- Enter the 9-digit Financial Institution Routing Number: <u>0 6 4 0 0 0 1 7</u>
- Enter your 17-digit Account Number • from above
- Enter Account type as "checking"
- Enter amount of your contribution
- Click on "validate"
- Click on "submit"
- Click "print page" to see and print your confirmation number for your records

Contribute	PE monthly from your bank account view of the sector of th
Every month on the 1st of the month, COLCP out a fee) deduct from your bank account the I hereby authorize my bank to deduct from my che	amount you choose to contribute. With a voided check to: NALC-COLCPE
and forward that amount to NALC's Committee on I	
Signature:	Date:
Name (please print):	
Social Security Number:	<b>OR</b> Postal Record number:
Address:	
City:	State: Zip Code:
membership in the National Association of Letter Carriers or of er suggestions, and you may contribute more, less or nothing at candidates for federal office and undertake other political spendi	u are doing so voluntarily with the understanding that your monthly contribution is not a condition of oloyment by the Postal Service, nor is it a part of union dues. The guideline amounts listed above are merely ill without advantage, disadvantage or reprisal. COLCPE will use the money it receives to contribute to a spermitted by law. Only NALC members, NALC executive and administrative staff, and their immediate prose to COLCPE are not educatible for federal income tay purpose.

Attach a voided check here