

SIGNING UP FOR PAYROLL ALLOTMENTS AND NET CHECKS IS EVEN EASIER!!

Using PostalEASE, you can now initiate and change Allotments and Net to Bank Choices from any telephone!

You need the following information ready when you call PostalEASE:

- ~~☒~~ Your Social Security Number (SSN)
- ~~☒~~ Your USPS Personal Identification Number (PIN)
- ~~☒~~ Your completed PostalEASE Allotment/Net to Bank worksheet (below), including the routing number for the Credit Union and the account number(s) to which you will be transferring earnings (your account must already be established)

Call PostalEASE toll free 1-877-4PS-EASE (1-877-477-3273)

When prompted, Select PostalEASE, then enter your SSN and USPS PIN
Follow the script and prompts to complete the transaction using your worksheet

Once you've completed the process you will hear and you 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 any trouble using PostalEASE or if you are unable to use the telephone because you are deaf, hard of hearing, or for a medical reason, you may contact your local personnel office for assistance.

PostalEASE Allotments/Net to Bank Worksheet

1. Allotment #1

_____ Begin (add) an Allotment _____ Cancel an Allotment _____ Change an Allotment

NAPUS FEDERAL CREDIT UNION Routing Number **2540 7493 4**

Your Account Number to be Credited _____

Type of Account _____ Checking _____ Savings

Amount of new or changed allotment \$ _____

