How to Use *PostalEASE* for Your Allotments and Net to Bank Choices

*PostalEASE* is a telephone enrollment system that provides a convenient, confidential, and secure way to make your allotments or “net to bank” (direct deposit) choices. Use *PostalEASE* to do any of the following:

- Begin the transfer of a portion of your earnings to one or two financial institutions (allotments), or begin the transfer of all your earnings to a financial institution (net to bank).
- Change your current allotments or your current net to bank.
- Cancel one or more of your allotments or your net to bank record.

To use *PostalEASE*:

1. Read the Privacy Act Statement on the back of this page.
2. Complete the *PostalEASE* Allotments and Net to Bank Worksheet below and continue to the back of this page.

If you do not want to begin an allotment or net to bank, or if you currently have an allotment and/or a net to bank established and you do not want to change or cancel them, **do nothing**!

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**PostalEASE Allotments and Net to Bank Worksheet**

1. **Allotment 1**
   - Check the action you are taking:
     - [ ] Begin (or add) an allotment
     - [ ] Cancel an allotment
     - [ ] Change an allotment
   - Enter your 9-digit financial institution routing number (obtain from your financial institution):
     - __ __ __ __ - __ __ __ __ ___
   - Enter the account number to be credited: __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
   - Check the type of account:
     - [ ] Savings
     - [ ] Checking
   - Enter the amount of the new or changed allotment: $ __________

2. **Allotment 2**
   - Check the action you are taking:
     - [ ] Begin (or add) an allotment
     - [ ] Cancel an allotment
     - [ ] Change an allotment
   - Enter your 9-digit financial institution routing number (obtain from your financial institution):
     - __ __ __ __ - __ __ __ __ ___
   - Enter the account number to be credited: __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
   - Check the type of account:
     - [ ] Savings
     - [ ] Checking
   - Enter the amount of the new or changed allotment: $ __________

3. **Net to Bank**
   - Check the action you are taking:
     - [ ] Begin (or add) a net to bank
     - [ ] Cancel a net to bank
     - [ ] Change a net to bank
   - Enter your 9-digit financial institution routing number (obtain from your financial institution):
     - __ __ __ __ - __ __ __ __ ___
   - Enter the account number to be credited: __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
   - Check the type of account:
     - [ ] Savings
     - [ ] Checking
Now that you have completed the worksheet, you are ready to contact PostalEASE.

1. Have the following information ready when you call PostalEASE.
   - Your employee identification number (ID). This can be found at the top of your pay stub.
   - Your USPS personal identification number (PIN). If you don’t know it, just call PostalEASE. When prompted to enter your PIN, pause and you will be given the option of having it mailed to your address of record (allow 10 days).
   - Your completed PostalEASE Allotments and Net to Bank Worksheet (on the other side of this page), including the routing number for each financial institution and the account numbers you will be transferring earnings to (the account must already be established).

2. If you have access to the PostalEASE Employee Web on the Intranet (from the Blue page), on the Internet (from http://liteblue.usps.gov), or to an employee self-service kiosk (available in some facilities), using any of these may be simpler than using the telephone. Using PostalEASE online will also allow you to print a written confirmation of the banking information you provide to PostalEASE. Just sign on to PostalEASE, under the Payroll Column select the Allotments/Payroll Net to Bank option, and follow the instructions.

3. Otherwise, you can reach PostalEASE toll-free at 1-877-4PS-EASE (1-877-477-3273).
   - When prompted, select PostalEASE, and then enter your Employee ID and USPS PIN.
   - Follow the script and prompts to complete the transaction using the information from your completed PostalEASE Allotments and Net to Bank Worksheet (on the other side of this page).

4. After completing your entries, you will hear and 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: __________________

5. It is recommended that you keep this information and your PostalEASE Allotments and Net to Bank Worksheet.

NOTE: If you have any trouble using PostalEASE, or if you are unable to use the telephone because you are deaf or hard of hearing or you cannot use the telephone, Internet, Intranet, or employee self-service kiosk for a medical reason, you may contact the Human Resources Shared Service Center (HRSSC) for assistance. Just call the Employee Service Line at 1-877-477-3273. When prompted, select 5 for the HRSSC. Then select Benefits to speak with a representative who will assist you. To reach the HRSSC using TTY, call 1-866-260-7507. You may also send a FAX to Employee Service Line at 1-877-477-3273. When prompted, select 5 for the HRSSC. Then select Benefits to speak with a representative who will assist you.

PRIVACY ACT STATEMENT

The collection of this information is authorized by USC 401, 1003 and 5 USC 8339. This information will be used to transfer your salary or portion thereof, to financial organizations for credit to your designated account. As a routine use, the information may be disclosed to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the USPS is a party or has an interest; to a government agency in order to obtain information relevant to a USPS decision concerning employment, security clearances, security or suitability investigations, contracts, licenses, grants or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Federal Retirement and insurance costs. Completion of this form is voluntary; however, if this information is not provided, your desires may not be met. Limited information may be disclosed to a Federal, state, or local government administering benefits or other programs pursuant to statute for the purpose of conducting computer-matching programs under the Act. These programs, include, but are not limited to, matches performed to verify an individual’s initial or continuing eligibility for, indebtedness to, or compliance with requirements of a benefit program.