



**NOTICE CONCERNING PAC CONTRIBUTIONS...**

*Contributions to the Mail Handlers PAC are not deductible as charitable contributions for purposes of federal income taxes. In addition, federal law requires that the Mail Handlers PAC report to the Federal Election Commission the name, mailing address, occupation, and name of employer for each individual whose contributions in any calendar year total in excess of \$200. Please also note that the Mail Handlers PAC has political purposes, and that all members have the right to refuse to contribute, and the right to revoke their authorization for any continuing contributions, without any reprisal.*

**You can make your PAC contribution by bi-weekly salary allotment through PostalEASE**  
**You can use this page as a worksheet**

**PostalEASE BY TELEPHONE:**

Dial 1-877-4PS-EASE -- (877-477-3273)

Press # 1 for PostalEASE  
When prompted, enter your eight-digit USPS employee identification number.

When prompted again, enter your USPS PIN number.  
(This is the same as the PIN number you use for telephone bidding and/or other payroll allotments.)

When Prompted, Choose Option # 2 (to select payroll allotments)

Then Choose Option # 1 (to select allotments)

When prompted Press #2 to continue

When prompted Press #3 to add the allotment

When prompted for the routing number enter  
**054001220**

When prompted for the account # enter the following:

**11260001** \_ \_ \_ \_ - \_ \_ \_ - \_ \_ \_ \_

*(the last nine digits of your account number is your social security number – this information will allow us to identify you as the PAC contributor).*

Press #1 if correct

When prompted Press #1 for “checking”

When prompted, input the bi-weekly dollar amount of your PAC allotment.

Press #1 if correct

When prompted Press #1 to process

You will be provided a confirmation number as well as the start date for the salary allotment.

For your records:

Record the confirmation number \_\_\_\_\_

Record the start date of the salary allotment \_\_\_\_\_

Press #1 to repeat or Press #9 to end call

**PostalEASE on the WEB:**

To initiate your bi-weekly PAC contribution on the web, simply go to [www.liteblue.usps.gov](http://www.liteblue.usps.gov)

Enter your eight-digit USPS Employee ID Number and your USPS PIN

Follow the link to PostalEASE – you will again be asked to enter your Employee ID Number and USPS PIN

Follow the link for PAYROLL- Allotments/NTB  
Continue to the ALLOTMENTS section

Your ROUTING TRANSIT NUMBER is: 054001220

Your ACCOUNT # will be:  
11260001 \_ \_ \_ \_ - \_ \_ \_ - \_ \_ \_ \_

*(the last nine digits of your account number is your social security number – this information will allow us to identify you as the PAC contributor).*

For ACCOUNT TYPE – please select “CHECKING”

When prompted, please input the AMOUNT that you would like to contribute to the PAC each pay period.

To process your PAC allotment, you will need to select the VALIDATE button, and to finalize the transaction, please select SUBMIT. Be sure to print out a copy of the confirmation page for your records.