



POSTAL EMPLOYEES

SUBJECT: *PostalEASE* (Allotment/Net to Bank)

A new option has been added to *PostalEASE* – the Postal Service’s telephone enrollment system. For those of you that have not used *PostalEASE*, it is the Postal Service’s telephone enrollment system that has primarily been used by career employees for Thrift Savings Plan (TSP) transactions. This new option will allow you to start, change, or cancel allotments and/or net to bank (Direct Deposit) actions to the bank, savings and loan, or credit union of your choice. You may transfer your earnings to as many as three financial institutions (two for allotments and one for net to bank). As a result of this option, your personnel office will no longer accept form PS 1199-A Direct Deposit.

If you do not want to start an allotment or net to bank action, or if you currently have a portion of your earnings already transferred to a bank, savings and loan, or credit union and you do not want to make any change, do nothing!

You will need your Social Security Number (SSN) and your USPS Personal Identification Number (PIN) which is the same one you use for *PostalEASE* TSP transactions (and job bidding if you are a craft employee). Those career employees hired between May 2000 and October 2000 and all non-career employees will have their USPS PIN mailed to their address of record during November 2000. Non-career employees include postmaster relief, temporaries, casuals, transitional, rural carrier replacements, rural carrier associates, sub-rural, and auxiliary rural carriers. If you are one of these employees, please be on the lookout for that mailing. When you call *PostalEASE* and cannot remember your USPS PIN, simply pause when the system asks you to enter your PIN. You will be given a choice to have your USPS PIN mailed to your address of record.

In the past, if you wanted to have a portion or all of your earnings transferred to a bank, savings and loan, or credit union, you would have had an officer of your financial institution assist you in completing a PS form 1199-A (Direct Deposit). Then you would have taken or mailed it to your personnel office for processing.

Now, with the new *PostalEASE* option you can simply call your financial institution to obtain the necessary information (verify both the financial institution routing number and the account number you want earnings transferred to). Then call the toll-free *PostalEASE* number 1-877-4PS-EASE (1-877-477-3273). You should select Option 1 (*PostalEASE*) then enter your SSN and your USPS PIN. Follow the script and prompts to complete your transaction. If you currently have some or all of your earnings going to a bank, savings and loan, or credit union, the system will first provide that information. You will be given a confirmation number at the end of each of your transactions for your records. To speed up the process, follow the instructions for completing the enclosed worksheet before making your call.

Your SSN and USPS PIN provide security and serve as your signature for any action you take, so keep your PIN confidential!

Should you have any trouble using *PostalEASE*, or if you are unable to use the telephone because you are deaf, hard of hearing, or have some other medical reason, you may contact your local personnel office for assistance.

Field Policies and Programs

Attachment

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260

How To Use *PostalEASE* for Your Allotments/Net To Bank Choices



PostalEASE

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:

- (a) begin the transfer of a portion of your earnings to one or two financial institutions (allotment/s), or begin the transfer of all your earnings (net to bank) to a financial institution,
- (b) change your current allotment/s, or your current net to bank, or
- (c) 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/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!

PostalEASE Allotments/Net TO Bank Worksheet

Allotment (1)

Begin/Add an Allotment Cancel an Allotment Change an Allotment

Enter Your 9 digit Financial Institution Routing Number (obtain from your financial Institution): _____
Your Account Number To Be Credited: _____
Type of Account: Savings Checking
Amount of new changed allotment: \$ _____

Allotment (2)

Begin /Add an Allotment Cancel an Allotment Change an Allotment

Enter Your 9 digit Financial Institution Routing Number (obtain from your financial Institution): _____
Your Account Number To Be Credited: _____
Type of Account: Savings Checking
Amount of new changed allotment: \$ _____

Net To Bank

Begin/Add 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): _____
Your Account Number To Be Credited: _____
Type of Account: Savings Checking