To Contribute to **COPA** by Electronic Fund Transfer or Check

(Please select a donation method, complete this form, and mail to: APWU COPA, PO Box 17254, Baltimore, MD 21297-1254)

Contribute by EFT: The COPA Fund will automatically deduct the amount you choose to contribute, with no fee to you.

Signature: _____

I hereby authorize my bank to deduct from my checking account the sum of:

_____$2 _____$4 _____$6 _____$10 $_____ *per pay period*

and forward that amount to the American Postal Workers Union, Committee on Political Action (COPA).

I make this authorization voluntarily and may revoke it at any time by notifying the APWU COPA Committee in writing.

(Please include a voided check or copy of a check when you return this coupon.)

If you are currently contributing to COPA through EFT and want to change the amount of your deduction, please check here: _____.

OR Contribute by Check: My check in the amount of $_____ is enclosed.

Name: _____
　　　　　Last 　　　　　*First* 　　　　　*MI*

Social Security/Employee ID #:_____

Address: _____

City: _____ State: _____ Zip: _____

Local: _____ Occupation: _____

E-mail address: _____

Home Phone: _____

Cell Phone: _____

To Contribute to **COPA** Through *PostalEASE:*

(Employees may designate three payroll allotments. Follow the instructions below:)

ONLINE:

1. Access *PostalEASE* online by going to *liteblue.usps.gov.* You will need to enter your Employee ID number and your USPS PIN number.

2. In the first column of the *PostalEASE* Employee Main Menu ("Payroll") click "Allotments/Payroll Net to Bank."

3. Under the "Welcome to Allotments/Net to Bank Application" menu, click "Allotments."

4. Your name should now appear in the upper left corner with three spaces for allotments. If you have existing payroll allotments, they will be listed under "Current Information." Click on "Add a New Allotment."

5. Enter the following information to add a new allotment:

    a. Routing transit number: 054001220

    b. Account number: Enter **2 9 3 2 0 0 0 1** followed by your Social Security number.

    c. Account type: Select "Checking" from the drop-down menu. This refers to the APWU COPA checking account into which your contribution will be deposited.

    d. Amount: Enter the amount you wish to contribute to COPA every pay period.

6. Once you have entered all the above fields, click "Validate."

PHONE:

1. Dial 1-877-477-3273 (1-800-4PS-EASE).

2. Press #1 for *PostalEASE.*

3. When prompted, enter your employee ID number and PIN number.

4. When prompted, choose option #2 (to select payroll allotments).

5. When prompted, select option #1 (to select type of allotment).

6. When prompted, press #2 to continue.

7. When prompted, press #3 to "add" the allotment.

8. When prompted, add routing number **054001220.**

9. When prompted, enter **2 9 3 2 0 0 0 1** followed by your Social Security number.

10. When prompted, press #1 for checking.

11. When prompted, enter your chosen bi-weekly allotment. Press #1.

12. Press #9 to end the call (or #1 to repeat).

Don't Have Your USPS PIN?

To obtain your PIN: Call 1-877-477-3273. Press #1 for *PostalEASE.* When prompted, enter your Social Security number. When prompted for your PIN, pause, then press #2. Your PIN will be mailed to your address of record the next business day.