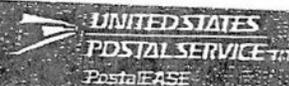


# How To Use PostalEASE for Your Allotments/Net To Bank Choices



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:

- (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

### 1. 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 of changed allotment: \$ \_\_\_\_\_

### 2. 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 of changed allotment: \$ \_\_\_\_\_

### 3. Net To Bank

Begin (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):

-----  
Your Account Number To Be Credited: \_\_\_\_\_

Type of Account:  Savings     Checking