



# PostaleASE INFORMATION

## PostaleASE Information for Postal Employees

Use the United States Postal Service's PostaleASE enrollment systems to start, change, or cancel allotments and net deposits (Direct Deposits) to the Credit Union. There are three ways to get PostaleASE: By phone (1-877-477-3273), USPS intranet blue page (for those with access to a work computer) at <http://blue.usps.gov> or by USPS extranet liteblue page (for those who have access to a home computer) at <http://liteblue.usps.gov>. You need to know your USPS PIN and Employee Identification Number (EIN) to use PostaleASE. Follow the scripts and/or prompts to complete your transaction. You should receive a confirmation number at the end of your transaction for your records.

### Important Member Information Please Read

Use the United States Postal Service's PostaleASE enrollment system to start, change, or cancel allotments and net deposits (Direct Deposits) to the Credit Union. For your convenience, the information below is provided to assist you in using the PostaleASE enrollment.

### PostaleASE Allotment/Net Information

#### Allotment

Choose one:

☐ Begin (add) an Allotment    ☐ Change an Allotment    ☐ Cancel an Allotment

Atlanta Postal Credit Union's nine digit routing number: **261171163**

Your member number to be created: \_\_\_\_\_

Type of Account:    ☐ Savings    ☐ Share Draft (Checking)

#### Net/Direct Deposit to Atlanta Postal Credit Union

Choose one:

☐ Begin (add) an Allotment    ☐ Change an Allotment    ☐ Cancel an Allotment

Atlanta Postal Credit Union's nine digit routing number: **261171163**

Your member number to be created: \_\_\_\_\_

Type of Account:    ☐ Savings    ☐ Share Draft (Checking)

# NON POSTAL DIRECT DEPOSIT

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer/Depositor's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

## To Whom It May Concern:

You are currently depositing MY ENTIRE PAYCHECK / PART OF MY PAYCHECK  
(circle one) to the following account:

Old Institution: \_\_\_\_\_

Institution Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Please stop making deposits to that account and instead make them to:

Financial Institution Name: Atlanta Postal Credit Union

Institution Routing Number: 261171163

Account Number: \_\_\_\_\_

If you have any questions about this request, please contact me at  
(\_\_\_\_\_) \_\_\_\_\_ (phone number). Best time to call: \_\_\_\_\_ .

Thank you.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Other Information Your Employer May Need (SSN, Employee ID#, etc.)