



# SIGN ME UP!

## How to contribute to the Letter Carrier Political Fund using your retirement ANNUITY

Using your **Annuity**, retired NALC members can contribute directly from their CSRS or FERS annuities to the Letter Carrier Political Fund (NALC's PAC) on a monthly basis. This is a convenient way to make regular donations to the political action fund similar to the payroll system available to active carriers.

### Enroll by Phone

Call the NALC Retirement Office at 202.662.2877 anytime or toll-free at 1.800.424.5186 Monday, Wednesday and Thursday from 10 a.m. to noon or 2 to 4 p.m. (ET). (Note: you will need your CSA retirement Claim number.)

### Enroll Online

1. Go to [www.servicesonline.opm.gov](http://www.servicesonline.opm.gov)
2. Enter your CSA number, beginning with the letter A and ending with a zero. SAMPLE: A22222220
3. Enter your PIN (Personal Identification Number). If you don't know it, click Using Services Online for help with one.
4. Once you've entered your CSA number and PIN, click Log In.
5. On the next page, click ALLOTMENTS TO ORGANIZATIONS.
6. Click START
7. Select the Letter Carrier Political Fund (Formerly COLCPE)
8. Enter the amount of your monthly contribution. (Maximum yearly amount is \$5,000)
9. Click SAVE
10. On the next page click YES (if correct), then print the next page for your records.

### Enroll by Mail

Complete this form and send to:

NALC Retirement Department, Attention: Letter Carrier Political Fund, 100 Indiana Ave. NW, Washington, DC 20001-2144

I, \_\_\_\_\_ (your name) wish to contribute to the Letter Carrier Political Fund. I authorize the Office of Personnel Management to withhold the amount below from my *monthly* annuity payments:  
 \$25  \$20  \$15  \$10  \$5  Other: \$\_\_\_\_\_ (Maximum amount per year is \$5,000) and forward that amount to the Letter Carrier Political Fund (NALC's PAC). I make this authorization voluntarily and may revoke it at any time by notifying the Letter Carrier Political Fund in writing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name (please print): \_\_\_\_\_ Branch: \_\_\_\_\_

CSA or Social Security Number: \_\_\_\_\_ Phone: \_\_\_\_\_

By making a contribution to the Letter Carrier Political Fund, you are doing so voluntarily with the understanding that your contribution is not a condition of membership in the National Association of Letter Carriers or of employment by the Postal Service, nor is it part of union dues. You have a right to refuse to contribute without any reprisal. The guideline amounts listed above are merely suggestions, and you may contribute more or less than the guidelines suggest and the union will not favor or disadvantage you by reason of the amount of your contribution or your decision not to contribute. The Letter Carrier Political Fund will use the money it receives to contribute to candidates for federal office and undertake other political spending as permitted by law. Your selection shall remain in full force and effect until cancelled. Contributions to the Letter Carrier Political Fund are not deductible for federal income tax purposes. Federal law prohibits the Letter Carrier Political Fund from soliciting contributions from individuals who are not NALC members, executive and administrative staff or their families. Any contribution received from such an individual will be refunded to that contributor.