

**Branch 41**  
**LCPF Self-Sign Up Form for Allotment Contribution**

**NAME:** \_\_\_\_\_

**EIN#** \_\_\_\_\_

**PHONE #** \_\_\_\_\_

**Step One**

\*Log into LiteBlue then click on Postal Ease in the Employee Apps Section

**Step Two**

\*Select Allotments/PayRoll Net to bank

**Step Three**

\*Hit continue, the allotments

**Step Four**

\*Routing Transit# 064000017

\*Account# \_\_\_\_\_0034952535 (First seven digits of postal record #)

\*Select checking

\*Amount per pay period or if increasing the amount \_\_\_\_\_

**Step five**

\*Select validate

**Step six**

\*Approve

\* Take a screenshot of the transaction with your confirmation #.

**Confirmation #** \_\_\_\_\_

**Person referred by** \_\_\_\_\_

**Send this form to:**

**Branch 41**  
**2262 Bath Ave**  
**Brooklyn, NY 11214**

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