

United Postmasters and Managers Retired:

OPM Annuity Allotment

The program provides three (3) easy ways for retired postmasters to sign up through the Office of Personnel Management's (OPM) to make an automated contribution to United Postmasters and Managers Political Fund (UPMA PAC) from their monthly annuity. Retiree will need their Civil Service Administration (CSA) number and PIN number.

1. **Telephone:** Dial 1-888-767-6738, the toll-free number for the Office of Personnel Management (OPM) Interactive Voice Response (IVR) telephone system. Have your CSA number and Personal Identification Number (PIN) on hand when you call. In the Washington, DC, the local number is 202-606-0500. You may speak to an OPM Customer Service Representative, or you may use the automated system. Simply follow the prompts provided in the telephone system.

2. **The Internet:** Go to www.opm.gov

- Click on "Employment and Benefits"
- Click on "Retirement Benefits"
- Under Retirement Services, Click on "Service Online"
- Enter your CSA number and Pin Number, and log in
- Click on "Allotments to Organizations"
- Select "Start" To begin a new allotment
- Click on "Choose an organization" and select the
 - **Natl Assn of Postmasters of the U.S. Political Action Comm**
- Enter the amount of your monthly contribution, click SAVE

The amount you key in will be your monthly allotment to UPMA PAC. The start of your allotment will depend on the time of the month it is requested. If you make your request during the first two weeks of the month, expect the withholding to take place the first of the following month. If the allotment is requested after the first two weeks of the month, the change will take place the second month after the request is made. **Note: Retirees who do not have a Pin can obtain one by contacting OPM by telephone at 1-888-767-6738; in writing at Office of Personnel Management, Retirement Operations Center, Boyers, PA 16017; or online at www.opm.gov. Your Pin will be forwarded to you by mail.**

3. **Or you can Send a Letter:** To Office of Personnel Management, Retirement Operations Center, Boyers PA 16017. Be sure to include your CSA Number, the amount you wish to contribute each month, and the organization – United Postmasters and Managers of America Political Fund – UPMA PAC. Send a copy of the letter to Attn: UPMA PAC, 8 Herbert Street, Alexandria, VA 22305-2600.

It's that easy! You're done. Please notify UPMA PAC of your contribution at information@unitedpma.org or by phone at 703-683-9027.