



July 26, 2024

RECEIVED  
JUL 29 2024

Mr. Ivan Butts  
President  
National Association of Postal Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

Dear Ivan:

As a matter of general interest, the Postal Service has enclosed a communication reminding employees to verify payroll adjustments and keep personal information confidential, such as banking information, personal information, passwords, and Employee Identification Number (EIN).

The enclosed communication will be mailed July 29<sup>th</sup> to employee's address.

Please contact Lindsey Butler at extension 7194 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "BA Nicholson", written over a faint blue circular stamp.

Bruce A. Nicholson  
Director  
Labor Relations Policies and Programs

Enclosure

STEVE DARRAGH  
EXECUTIVE DIRECTOR, COMPENSATION AND BENEFITS



DATE

Employee Name  
Employee Address  
State, Zip

Dear employee,

The United States Postal Service is reminding employees to periodically verify your payroll allotments to help identify and prevent any fraudulent activity. If you have shared your personal information with third parties such as insurance agents, financial planners, or others, you are encouraged to review your designated allotments and bank routing information in PostalEase® to ensure that your allotments are being routed to the correct accounts. You can access PostalEase® via MyHR at [myhr.usps.gov/forms\\_policy\\_tools/hr\\_applications](http://myhr.usps.gov/forms_policy_tools/hr_applications).

Additionally, employees are reminded to not share your Employee Identification Numbers (EIN), bank routing information, personal information, or passwords. If you believe your password has been compromised, update your password immediately.

If you discover that one of your allotments is fraudulent, you can cancel the allotment in PostalEase®. If you do not have the option to cancel through PostalEase, you can contact the Human Resources Shared Service Center (HRSSC) for more information at 1-877-477-3273, from 7:00 AM - 8:00 PM EST, Mon - Fri. Although the HRSSC cannot cancel an allotment for you, they may be able to provide you with a point of contact at the financial institution so that you can reach out on your own behalf. You are also encouraged to follow up with your financial institution.

Thank you.

A handwritten signature in blue ink, appearing to be "Steve Darragh".

Steve Darragh