

<b>POSTAL ALLOTMENT WORKSHEET</b>		
<b>POSTAL PERSONNEL INFORMATION</b>		
Name (Last, First Middle)		
Address (Street)		
(City, State, and Zip)		
Social Security Number	Phone # (H)	Phone # (W)
Bank Routing Number <b>103900036</b>	Type of Depositor Account <b>CHECKING</b>	
Account Number (Social Security Number) <b>333</b> _ _ _ _ _	Allotment Amount <b>\$ .</b>	
<b>DISTRIBUTION OF PAYROLL DEDUCTION</b>		
<b>ORGANIZATION</b>	<b>Year 1</b>	<b>Renewal Years</b>
	\$ .	\$ .
	\$ .	\$ .
	\$ .	\$ .
	\$ .	\$ .
<i>Administrative Fee</i>	\$ 2.00	\$ 2.00
<b>Total Allotment</b>	<b>\$ .</b>	<b>\$ .</b>
<b>SIGNATURES</b>		
Allottee Signature	Date / /200	
Agent name	Agent code (Last 6 digits of SSN)	

I hereby authorize TPA Processing, (PAY) to receive my payroll deduction into their Bank of Oklahoma Account (identified by my Social Security Number), in the amount indicated to the left. I also authorize PAY to distribute that amount as indicated above under Distribution of Payroll Deduction. I further authorize PAY to disclose my Social Security Number and other nonpublic personal information to third parties as necessary to effect and administer the services to be performed by Pay hereunder. I further agree that if my employer fails to deduct and/or transmit the required payments, whether intentionally, inadvertently or otherwise, PAY shall have no liability whatsoever with respect thereto even though such failure results in the forfeiture of any and all insurance policies or contracts. I further understand that any insurance coverage will only be effective upon the date of coverage stated on the respective policy(s) and after premium money has been collected and applied by the insurance carrier.

Allotted funds will be sent to:  
**Bank of Oklahoma**  
**One Williams Center**  
**Tulsa, OK 74172**

It is understood that NO INSURANCE SHALL TAKE EFFECT UNTIL PAYROLL DEDUCTION BEGINS AND APPLICATION(S) ARE APPROVED BY THE INSURANCE COMPANY (COMPANIES). Such insurance will then take effect on the policy date. It also is understood that any deductions made prior to the policy date are in anticipation of future premiums. As a convenience to me, I hereby request and authorize TPA Processing to start my payroll deductions for insurance premiums or any other item listed to the left. I further understand that if my employer or I fail to deduct and/or transmit the required payments, whether intentional, inadvertently or otherwise, TPA Processing shall have no liability whatsoever with respect thereto even though such failure may result in the forfeiture of any and all insurance policies or contracts.

NOTE: Organizations which receive monies through TPA Processing neither endorse nor support TPA Processing.

Furthermore, these organizations assume no responsibility for funds not remitted by TPA Processing.

NOTE: In the event of a deposit coverage TPA Processing may elect to submit funds to your organization(s) in the following order: retirement accounts, mutual funds, insurance funds, or return to client. In any event please contact TPA Processing before making any changes.

I will also be assessed a \$20.00 fee if any mail is returned to TPA Processing marked as undeliverable. Escrowed funds held over 12 months will be submitted to the Oklahoma Attorney General for safe keeping.

- A. Call PostalEase toll-free at 1-877-477-3273
- B. When prompted, press 1 to enter PostalEase.
- C. When prompted, enter employee ID: \_\_\_\_\_
- D. Enter Pin #: \_\_\_\_\_
- E. Press 2 for payroll options.
- F. Press 1 for allotments.
- G. Press 2 to continue to the allotment module.
- H. Press 3 to add a new allotment.
- I. Add routing #: **103900036**
- J. Press 1 to continue processing allotment.
- K. Press 1 to add account number.
- L. Add account #: **333** \_ \_ \_ \_ \_  
Social Security Number
- M. Press 1 to confirm account number.
- N. Press 1 for checking account.
- O. Enter Dollar amount: \$ \_\_\_\_\_
- P. Enter Cents amount: . \_\_\_\_\_ ¢
- Q. Press 1 to confirm dollar amount.
- R. Press 1 to process allotment.

