



Authorization for Cancellation of Voluntary Deductions

Directions

Place a check mark to the left of the item to be cancelled. Write in the current amount of the deduction to be cancelled. When completed, please return form to: **Anne Arundel County Public Schools • HR/Benefits, 2644 Riva Road, Annapolis, MD 21401.**

The effective date is subject to the date of the receipt of this form in the HR/Benefits Office and the cut-off date of work to be entered for payroll processing.

Notes

1 United Way pledge, Unum Long-Term Care Insurance, Cigna Voluntary Life Insurance, and 403(b) and 457(b) may be cancelled anytime. HR/Benefits must be notified by completion of this form if a 403(b) or 457(b) is cancelled directly with a vendor, otherwise payroll deductions will continue.

2 Employee should contact the following directly, who will notify HR/Benefits to terminate deductions.

Educators Financial Group, LLC

901 Dulaney Valley Road, Suite 700
Towson, MD 21204
443-279-0277 or 800-265-8787 | 410-823-4144 (fax)

A.A. County Employees' Federal Credit Union

2661 Riva Road or 8436 Veterans Highway
(across from BOE) Millersville, MD 21108
Building 700 410-222-7283
Annapolis, MD 21401
410-222-7283

3 a. TAAAC sponsored insurance is conditional upon membership in TAAAC. Cancellation of TAAAC dues requires cancellation of TAAAC sponsored insurance. Such cancellation can only be made in writing to TAAAC between August 15th and September 1st. If you decide to pay your own dues directly to TAAAC, have TAAAC notify HR/Benefits so that the TAAAC insurance may be continued.

b. To cancel your TAAAC, AEL, or SAAAAC-sponsored EPS insurance, contact EPS at the number below. Cancellation requests will not be taken from this form.

Employee Plan Services (EPS-AFLAC, Hartford)

10111 Colesville Road, Suite 123
Silver Spring, MD 20901
301-585-4990 or 877-884-3784

4 SAAAAC dues may be cancelled during the months of June, July, and August for the first pay in September.

5 AFSCME dues may be cancelled only during certain time periods. Refer to Article 2, Section 2 of the negotiated agreement, or contact your union representative.

6 To stop TAAAC-sponsored NEA deductions, contact BCL Systems (3rd party administrator) at 1-888-805-3919.

Healthcare Deductions

Healthcare coverage (medical, dental, or vision) may only be changed or cancelled when there is an approved lifestyle change and the change is made within 31 days of the event. For more information, contact HR/Benefits at 410-222-5219/5221. To obtain a required *Lifestyle Change Form*, go to aacps.org>Human Resources>Employee Forms.

✓	Deduction	Amount	See Note
	AEL Dues		—
	AFSCME-AFL/CIO Dues		Note 5
	AFSCME Insurance		—
	Cigna Voluntary Insurance		Note 1
	Credit Union Savings		Note 2
	All Other Savings Accounts		—
	Educators Insurance		Note 2
	Employee Plan Services (EPS) Insurance		Note 3b
	Horace Mann Insurance — Income		—
	Horace Mann Insurance — Life		—
	NEA Insurance		Note 6
	United Way Charity		Note 1
	U.S. Savings Bonds		—
	SAAAAC Dues		Note 4
	TAAAC Dues		Note 3a
	Unum Long-Term Care Insurance		Note 1
✓	403(b) or 457(b) Deduction	Amount	See Note
	CitiStreet (Travelers)		Note 1
	Horace Mann Annuities		
	INA		
	Lincoln National		
	Merrill Lynch		
	Met Life Resources		
	Mutual of America		
	Northwestern Mutual		
	Prudential		
	Prudential Securities		
	SYMETRA		
	AIG VALIC		

Employee Name (Print)	
Signature	Date
Social Security Number	Cancellation Effective Date
Location/School	

Comments

To be completed by Human Resources/Benefits	
Entered By	Audited By
Effective Date	