



Authorization for Cancellation of Voluntary Deductions

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 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.

2 To cancel an AFSCME Sponsored Insurance Plan, contact
 Jeff Patti
 7400 York Rd, Suite 201, Baltimore, MD 21204
 800-876-7768.

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

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

Educators Financial Group, LLC

10400 Little Patuxent Parkway, Suite 210
 Columbia, MD 21044
 443-279-0277 or 800-265-8787 | 410-823-4144 (fax)

4 a. 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)

7100 Baltimore Avenue, #502
 College Park, MD 20740
 301-985-2020 or 877-884-3784

b. To cancel your Fund for Children & Public Education deduction, contact TAAAC at 410-224-3330.

c. 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.

5 To stop TAAAC-sponsored NEA deductions, contact BCL Systems (3rd party administrator) at 1-888-805-3915.

6 SAAAAC dues may be cancelled only during certain time periods. Refer to Article 3, Section 3.10 of the negotiated agreement, or contact your union representative.

Healthcare Deductions

Healthcare coverage (medical, dental, or vision) may only be changed or cancelled during open enrollment or 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>Forms.

| ✓ | Deduction | Amount | See Note |
|---|--|--------|----------|
| | Dues | | |
| | AEL Dues | | — |
| | AFSCME-AFL/CIO Dues | | Note 1 |
| | SAAAAC Dues | | Note 6 |
| | TAAAC Dues | | Note 4c |
| | Insurance | | |
| | AFSCME Insurance | | Note 2 |
| | Cigna Voluntary Insurance | | — |
| | Educators Insurance | | Note 3 |
| | Employee Plan Services (EPS) Insurance | | Note 4a |
| | Horace Mann Insurance — Income | | — |
| | Horace Mann Insurance — Life | | — |
| | NEA Insurance | | Note 5 |
| | Unum Long-Term Care Insurance | | — |
| | Savings | | |
| | College Savings | | — |
| | Credit Union Savings | | Note 3 |
| | All Other Savings Accounts | | — |
| | U.S. Savings Bonds | | — |
| | Supplemental Retirement Plans | | |
| | ING | | — |
| | Lincoln National | | |
| | Met Life Resources | | |
| | VALIC | | |
| | Other | | |
| | Fund for Children & Public Education | | Note 4b |
| | United Way Charity | | — |

| | |
|--|-----------------------------|
| 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 | |