



# 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 or fax to 443-458-0669.**

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  
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.  
**Educators Financial Group, LLC**  
10400 Little Patuxent Parkway, Suite 210  
Columbia, MD 21044  
443-279-0277 or 800-265-8787 | 410-823-4144 (fax)  
**Horace Mann Insurance**  
404 Crain Highway S.W.,  
Glen Burnie, MD 21061  
410-760-0420
- 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, Humana)**  
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 15<sup>th</sup> and September 1<sup>st</sup>. 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 NEAMB at 1-800-637-4636.
- 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](http://aacps.org)>Human Resources>Forms.

✓	Deduction	Amount	See Note
	<b>Dues</b>		
	AEL Dues		—
	AFSCME-AFL/CIO Dues		Note 1
	SAAAAC Dues		Note 6
	TAAAC Dues		Note 4c
	<b>Insurance</b>		
	AFSCME Insurance		Note 2
	Cigna Voluntary Insurance		—
	Educators Insurance		Note 3
	Employee Plan Services (EPS) Insurance		Note 4a
	Horace Mann Insurance — Income		Note 3
	Horace Mann Insurance — Life		Note 3
	NEA Insurance		Note 5
	Unum Long-Term Care Insurance		—
	<b>Savings</b>		
	College Savings		—
	Credit Union Savings		—
	All Other Savings Accounts		—
	U.S. Savings Bonds		—
	<b>Supplemental Retirement Plans</b>		
	Lincoln National	Cancel or change your deductions online, with <b>Retirement Manager</b> , located at: <a href="http://www.aacps.org/HR/Employment/Benefits/Supplemental%20Retirement">www.aacps.org/HR/Employment&gt;Benefits&gt;Supplemental Retirement</a> . Click “Engage” and click the link for “Online Retirement Manager”	
	VALIC		
	Voya		
	<b>Other</b>		
	Fund for Children & Public Education		Note 4b
	United Way Charity		—
Employee Name (Print)			
Signature		Date	
Employee ID		Cancellation Effective Date	
Location/School			
<b>Comments</b>			
<b>To be completed by Human Resources/Benefits</b>			
Entered By		Audited By	
Effective Date			