



# 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 the AFSCME Sponsored Insurance Plan, SF&C, contact 10075 Red Run Blvd | Ste 550 | Owings Mills, MD 21117 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 Pkwy | Ste 280  
Columbia, MD 21044  
443-276-3100 or 800-265-8787 | 443-276-3110 (fax)

**Horace Mann Insurance**

404 Crain Highway S.W., Glen Burnie, MD 21061  
410-760-0420

**ID Shield**

821 West Benfield Road | Ste 14 | Severna Park MD 21146  
410-729-8904 | 410-729-8906 (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 Plans 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. Dues 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 a qualifying 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/hrforms](http://aacps.org/hrforms).

✓	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
	Educators Insurance		Note 3
	Employee Plan Services (EPS) Insurance		Note 4a
	Horace Mann Insurance — Income		Note 3
	Horace Mann Insurance — Life		Note 3
	ID Shield		Note 3
	Met Life Voluntary Insurance		—
	NEA Insurance		Note 5
	Unum Long-Term Care Insurance		—
	<b>Savings</b>		
	All Other Savings Accounts		—
	College Savings		—
	Credit Union Savings		—
	U.S. Savings Bonds		—
	<b>Supplemental Retirement Plans</b>		
	AIG Retirement Services (Valic)	Cancel or change your deductions online at <a href="http://www.aacps.aigs.com">www.aacps.aigs.com</a> .	
	<b>Other</b>		
	21 <sup>st</sup> Century Foundation		
	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	