



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 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 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>Staff>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
	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		—
	Savings		
	All Other Savings Accounts		—
	College Savings		—
	Credit Union Savings		—
	U.S. Savings Bonds		—
	Supplemental Retirement Plans		
	AIG Retirement Services (Valic)	Cancel or change your deductions online, with Retirement Manager , located at: www.aacps.org/SupplementalRetirement Click "Elect" and click the link for "Retirement Manager"	
	Lincoln National		
	Voya		
	Other		
	21 st Century Foundation		
	Fund for Children & Public Education		Note 4b
	United Way Charity		—

Employee Name (Print)	
Signature	Date
Employee ID	Cancellation Effective Date
Location/School	
Comments	
To be completed by Human Resources/Benefits	
Entered By	Audited By
Effective Date	