



UTAH COUNTY GOVERNMENT
 OFFICE OF PERSONNEL MANAGEMENT
 100 EAST CENTER STREET, STE 3800 PROVO, UTAH 84606
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 EMAIL: UCPERSONNEL@UTAHCOUNTY.GOV

CANCELLATION FORM

NEW BENEFITS – ADVOCACY AND/ OR FUN LIFESTYLE PLANS

If you wish to **CANCEL** your enrollment in the **ADVOCACY** and/or **FUN LIFESTYLE** plan, please follow *each* step below. Cancellations that are *fully completed* by 5:00 p.m. on Monday of a pay week will be effective the following Friday.

- 1) **COMPLETE AND SUBMIT A CANCELLATION FORM:**
 Complete the Cancellation form and submit it to the Personnel office for processing.

- 2) **WAIVE THE PLAN IN BOSS BY COMPLETING THE SPECIAL ENROLLMENT:**
 Within 5 – 7 working days of receiving your cancellation form, the Personnel office will set up a *Special Enrollment* in the BOSS system. This will allow you to **waive** your enrollment in the Advocacy and/or Fun Lifestyle plans:
 > Log into BOSS and click the “Enroll Now” button for your Special Enrollment. > Check the “WAIVE” box next to the plan(s) you wish to cancel. > Make sure to complete the entire Special Enrollment. > Click “I Agree” > SAVE your changes.

First & Last Name (*print*): _____

Department: _____

Email Address: _____

Work phone number: _____

Last 4 digits of SSN: _____ **OR** **Employee No.:** _____

Check the box next to the plan you want to cancel:

ADVOCACY PLAN

 Employee’s Signature

 Date

FUN LIFESYTLLE PLAN

 Employee’s Signature

 Date