



UTAH COUNTY GOVERNMENT  
OFFICE OF PERSONNEL MANAGEMENT  
100 EAST CENTER STREET, STE 3800 PROVO, UTAH 84606  
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## 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 LIFESYTL E PLAN**

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date