



North Carolina Department of Public Safety
Insurance/ Benefits Payroll Deduction Cancellation Form

Employee Name (Print):	
Employee Personnel#:	Last 4 digits of SSN:
Employee Signature:	
Date:	DPS Division (AC, JJ, LE, etc):

Employee Instructions:

DPS has several products offered to DPS employees including some products that are offered through the DPS Insurance Committee. Employees can cancel coverage under these products at any time. To cancel coverage, please initial the Insurance/Benefit to be canceled and the desired month for the last deduction to be taken from. (Forms should be submitted prior to the 15th of the month for processing on the current month's payroll.)

Sign and date the form and forward to DPS Payroll. Forms can be faxed to 919-324-6240, or mailed to: DPS Controller's Office, Attn: Payroll, MSC 4228, 2020 Yonkers Rd., Raleigh NC 27699-4228

Please check this box if form has been previously faxed.

Current Companies & products under contract: (initial the deduction that is to be stopped)

Initial	Type of Insurance/Product	Month for last deduction to be taken from	Notes from Employee
	AFLAC		
	Correctional Peace Officers Foundation		
	Legal Services		
	Monumental Life		
	NC Combined Campaign		
	Pierce – American Heritage Heart/Stroke		
	Pierce – Professional Disability		
	Protective Life		
	Southern States Benevolent Assoc		
	Other (please specify):		
N/A	MetLife Dental - Post Tax		<i>This form cannot be used to cancel MetLife deductions. Employees must use the MetLife form or contact DPS payroll directly for assistance.. Ph#: 919-716-3300</i>
N/A	Colonial (Cancer, Accident, Disability, Life, Critical Illness)		<i>This form cannot be used to cancel Colonial deductions. Employees must contact Colonial directly to cancel. Ph#: 1-800-325-4368</i>
N/A	Transamerica Life		<i>This form cannot be used to cancel Transamerica Life deductions. Employees must contact Pierce, Ins directly to cancel. Ph#: 1-800-421-3142</i>
N/A	State Health Plan NC Flex SECU SEANC		<i>This form cannot be used to cancel State Health Plan, NC Flex, 401k, Deferred Comp/457, SEANC dues/Insurance or SECU deductions. Please contact your facility HR staff, DPS Payroll or the Central HR Insurance Benefits Program Manager for cancellation options.</i>