

Request to Discontinue Benefit Access Fee



King County

Benefits and Retirement
Operations

To request that your benefit access fee deductions be stopped, you need to complete and return this form to Benefits and Retirement Operations, Attn: Manager, The Chinook Building CNK-ES-0240, 401 Fifth Ave., Seattle, WA 98104-2333.

Employee _____ Birth date _____

PeopleSoft Employee ID _____

Mailing address _____ Apt _____

City _____ State _____ ZIP _____

Daytime phone _____ Evening phone _____

Reason for your request *(please attach additional information, if necessary)*

My spouse/domestic partner does not have access to medical coverage through an employer.

My spouse/domestic partner has lost other medical coverage.

I made an error and neglected to stop the benefit access fee during open enrollment.

My spouse/domestic partner has become a King County employee with his/her own medical coverage.

Other reason _____

If your request is approved, your benefit access fee deductions will be stopped in the earliest possible payroll cycle. However, based on county policy, you are not entitled to reimbursement of any previous benefit access fee deductions.

Authorize your request

The information I've provided is true, correct and complete. I understand that providing false information in this form may lead to disciplinary action up to and including discharge from employment. I authorize King County to stop deductions for the benefit access fee if my request is approved.

Employee Signature _____ Date _____

For Office Use Only

Reason for approval/denial _____

Signature _____ Date _____

Override entered into PeopleSoft by (print name) _____

Signature _____ Date _____

	Date received	Received by	Request Approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date effective
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