



Cancellation of Tax Shelter Annuity Amendment to Employment Contract

To: Human Resources, Benefits Area

From:

Employee Name

SSN

Please honor my request to stop a deduction of salary for my tax sheltered annuity with the

(Company Name). I have notified the company of my intention

and reviewed any stipulations based on the contract with a representative since any premium adjustments or policy changes are a matter between myself and my company. I realize that income tax will be due on money withdrawn from my account and further that my withdrawal may be subject to a tax penalty.

I do also understand that the College will stop my deduction as soon as possible based on payroll deadlines.

Should you have any questions regarding this matter, please feel free to contact me at

(Daytime Tel. No)

Thank you,

Employee Signature

Date

Effective Date:

or

End of next quarter

Original to Human Resources. Retain a copy for your records Revised 06/01

