

White – Human Resources
 Yellow- Employee
 Pink – Payroll

Fiscal Year _____
 Prorated: Yes ___ No ___
 Bi-weekly: Yes ___ No ___

**Mississippi Valley State University
 BENEFIT DEDUCTION FORM**

NAME: _____ Employee Number: _____ Department: _____
 Date: ____/____/____ Hire Date: _____ 12 Mo. ___ 10 Mo. ___ 9 Mo. ___

The deductions listed below will start and/or be cancelled from my payroll check as indicated by the check mark. I understand that a new form must be completed for any changes made.

GROUP INSURANCES	Start Deduction (Date)	Amount to be Deducted	Amount to be Cancelled	Date Processed In Banner	CAFÉ Plan
Health Insurance - Blue Cross Blue Shield of MS ___ Legacy ___ Horizon ___ Select Coverage ___ Base Coverage					
Life - Minnesota Life Insurance LFE-LIF-150					
Dental Insurance - Delta Dental Inc. or Brokers National					
Vision Insurance - EyeMed Vision Care					
Supplemental Insurances					
American Fidelity					
Accident "AFA" pretax					
Cancer "AFP" pretax					
Disability "AF" post tax					
Flex Spending ___ Dependent Care "FSD" ___ Healthcare "FSH"					
GAP "AFG" pretax					
Life "AFL" post tax					
AFLAC					
Accident					
Cancer					
Hospital					
Life					
Cigna Life Insurance					
Tax Sheltered Annuities (TSAs)					
American Express "AET"					
American Fidelity "AFT"					
Equitable Life "ELT"					
ING "INT"					
TIAA CREF "TCT"					
VALIC "VAT"					
Mississippi Deferred Compensation "DCT"					
Other					

 Employee Signature

 Date

 Human Resources

 Date

I hereby apply for the options listed above. I authorize MVSU to adjust my pay as required by my election. I understand that this election is binding and cannot be revoked or modified until January 1 of each year, unless I experience a Life Status Change as defined in the Cafeteria Plan document (i.e. marriage, divorce, birth, etc.). I further understand that any amounts remaining in my account(s) not used for eligible expenses incurred during the plan year will be forfeited in accordance with the current plan provisions and tax laws.