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Florida Prepaid College Plan Payroll Deduction Calendar

Annual Open Enrollment for Florida Prepaid College Plans is from October 15, 2016, to February 28, 2017.

JANUARY

Send a reminder to your employees that Open Enrollment ends February 28, 2017.

FEBRUARY 28

Enrollment deadline. Remind your employees that their Florida Prepaid College Plan application must be completed online at myfloridaprepaid.com by today to obtain this year's plan prices.

MARCH 1

Remind your employees that if they want to start payroll deduction for the Florida Prepaid College Plan, they must submit a separate Payroll Deduction Form.

EARLY MARCH

Employer to receive the first Payroll Deduction Roster for new accounts from the Florida Prepaid College Plan.

LAST PAYCHECK IN MARCH

Employer to take the first deduction for new accounts.

TO ADD AN EMPLOYEE OR MAKE CHANGES AFTER FEBRUARY

By last workday of each month, submit a Payroll Deduction Form for employees to be added and submit any changes to the Payroll Deduction Roster, including employees to be deleted. The changes will be effective after the Payroll Deduction Roster has been submitted.

IMPORTANT NOTE: When adding an employee, take the first deduction from the last paycheck of the following month. The employee must make his/her full monthly coupon payment directly to the program, through and including the month in which his/her payroll deduction starts.