

# FLORIDA PREPAID COLLEGE PLAN PAYROLL DEDUCTION AUTHORIZATION FORM



Save today for their tomorrow.

Thank you for requesting payroll deduction for the Florida Prepaid College Plan. Please complete, sign and return this form to your PERSONNEL OFFICE for processing. For assistance, call 1-800-552-GRAD (4723).

IMPORTANT! Before you request payroll deduction for the Florida Prepaid College Plan, the beneficiary (student) must have an account. This form is not an application for enrollment in the Florida Prepaid College Plan. You may enroll online at [www.myfloridaprepaid.com](http://www.myfloridaprepaid.com) or call 1-800-552-GRAD (4723) for an enrollment kit and application. Once your enrollment application has been processed, you will receive a confirmation package from the program with the account numbers necessary to complete this form.

COMPANY NAME

EMPLOYEE'S FIRST/LAST NAME

EMPLOYEE'S WORK PHONE NUMBER

EMPLOYEE'S HOME PHONE NUMBER

PAY CYCLES
<input type="checkbox"/> Weekly (52)
<input type="checkbox"/> Semi-Monthly (24)
<input type="checkbox"/> Twenty Pay Periods (20)
<input type="checkbox"/> Biweekly (26)
<input type="checkbox"/> Monthly (12)

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EMPLOYEE'S SOCIAL SECURITY NUMBER

The payroll deduction amount will reflect your choice of prepaid plan(s) and monthly payments and your employer's pay cycle. It will be calculated by the Florida Prepaid College Board.

		PREPAID PLAN ACCOUNT NUMBER(S)
<input type="text"/> 1ST BENEFICIARY'S FIRST/LAST NAME	<input type="checkbox"/> PREPAID PLAN	<input type="text"/>
	<input type="checkbox"/> DORMITORY	<input type="text"/>
	<input type="checkbox"/> LOCAL FEE	<input type="text"/>
	<input type="checkbox"/> TUITION DIFFERENTIAL FEE	<input type="text"/>
<input type="text"/> 2ND BENEFICIARY'S FIRST/LAST NAME	<input type="checkbox"/> PREPAID PLAN	<input type="text"/>
	<input type="checkbox"/> DORMITORY	<input type="text"/>
	<input type="checkbox"/> LOCAL FEE	<input type="text"/>
	<input type="checkbox"/> TUITION DIFFERENTIAL FEE	<input type="text"/>
<input type="text"/> 3RD BENEFICIARY'S FIRST/LAST NAME	<input type="checkbox"/> PREPAID PLAN	<input type="text"/>
	<input type="checkbox"/> DORMITORY	<input type="text"/>
	<input type="checkbox"/> LOCAL FEE	<input type="text"/>
	<input type="checkbox"/> TUITION DIFFERENTIAL FEE	<input type="text"/>

I authorize my employer to deduct from my paychecks the total deduction amount for the Florida Prepaid College Plan account(s) listed above. I understand that I may cancel or change my payroll deduction at any time. If I cancel my payroll deduction, if I terminate from employment or if for any reason the deduction is not made by my employer as scheduled, I understand that I must submit my payment(s) for the above account(s) directly to the Florida Prepaid College Plan by the 20th of each month. I understand it is my responsibility to cancel my payroll deduction when the account(s) listed above is/are paid in full. NOTE: If you now have an automatic bank account withdrawal for your Florida Prepaid College Plan, you cannot establish a payroll deduction account until your automatic bank withdrawal is removed.

EMPLOYEE'S SIGNATURE

DATE

PERSONNEL MUST MAIL OR FAX A COPY OF THIS COMPLETED FORM TO: FLORIDA PREPAID COLLEGE PLAN  
P.O. BOX 6567 • TALLAHASSEE, FL • 32314-6567  
FAX: 850-309-1766