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Florida Prepaid College Plan Payroll Deduction Calendar

Annual enrollment to receive 2011-2012 Florida Prepaid College Plan prices is open from October 17, 2011 to January 31, 2012. Employees may apply after the deadline, but will be subject to new plan prices effective October 2012.

MID-JANUARY 2012	Send a reminder to your employees that they must sign up by Tuesday, January 31, 2012 to receive this year's Florida Prepaid College Plan prices.
TUESDAY, JANUARY 31, 2012	Enrollment deadline. Remind your employees that their Florida Prepaid College Plan application must be postmarked by today or they must sign up online at www.myfloridaprepaid.com by today to obtain this year's plan prices.
EARLY FEBRUARY 2012	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.
FRIDAY, FEBRUARY 24, 2012	First Payroll Deduction Form deadline for new accounts. The Florida Prepaid College Plan must receive a Payroll Deduction Form by today for employees to be included on the first Payroll Deduction Roster for new accounts (those opened in the annual enrollment that ended on January 31, 2012).
EARLY MARCH 2012	Employer to receive the first Payroll Deduction Roster for new accounts from the Florida Prepaid College Plan.
LAST PAYCHECK IN MARCH 2012	Employer to take the first deduction for new accounts.

TO ADD AN EMPLOYEE OR MAKE CHANGES AFTER FEBRUARY 24

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 changes are 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.