

HOW TO TERMINATE PLANS FOR YOUR EMPLOYEES

If you need to terminate coverage for an employee that left your organization or has fallen below the threshold for hours required:

1. Go to **Organization Benefits Tab**
2. Click **Employee Plan Termination** button
3. Fill out the Employee Plan Termination form. Below is guidance on the accepted responses for each field.

-
- **Select Employee:** choose the employee from the dropdown. Only employees enrolled in active plans will appear in this dropdown. Please note: this form is a request to terminate **all active plans** for the employee you select.
 - **Employee Termination Date:** date the employee left the organization
 - **Signature:** type your full name
 - **Date:** today's date

-
4. Click **Terminate**

Employee Plan Termination Form

Select Employee

Choose an Employee 

Employee Termination Date 

Signature

Date 



Once you submit, your form will be sent to the ACCE Benefits team for review. You will receive an email notification when your termination form is received and another when your termination is approved by our team. Please reach out the ACCE Benefits Team (accebenefitsteam@acce.org) if you have any questions about your termination form.