



Aflac Cancellation Procedures

Important Note: IRS Section 125 Guidelines state that if your deductions are coming out of your check prior to taxes (pre-tax), you can only cancel during open enrollment to be effective the first of the following calendar year, unless due to a valid change in status. A valid change in status would be no longer being eligible for benefits as deemed by your employer.

Outside Open Enrollment: To cancel your Aflac coverage outside open enrollment, please refer to the important note above. If you meet these requirements, please supply a written request, signed by you, that includes your Aflac policy number to your Aflac office located inside DCHR at 441 4th Street, NW, Suite 340 N. The Aflac office will obtain approval from DCHR and then forward to Aflac for processing. *If you do not meet the requirements listed above, you will have to wait until open enrollment to cancel your coverage and those instructions are listed below.

During Open Enrollment: To cancel your Aflac coverage during open enrollment, please supply a written request, signed by you, that includes your Aflac policy number to Aflac. Please note this cancellation will take effect the 1st of the following calendar year. For example, if you submit during the open enrollment season as defined by DCHR in 2015, your policy cancellation will be effective 1/1/16. *Please note, although your cancellation will be effective 1/1, the date of your last deduction may continue beyond 1/1, depending on date initial deductions began as policies must remain in force the full policy year.

Mailing Address: Aflac Policyholder Services

1932 Wynnton Road
Columbus, GA 31999

Fax Number: 1-800-448-8922