

Earl Ray Tomblin  
Governor



Ted Cheatham  
Director

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**AUTHORIZATION TO REMOVE  
BENEFIT COORDINATOR/WEB CONTRIBUTIONS COORDINATOR**

Please remove the following individual as an active Public Employees Insurance Agency

- Benefit Coordinator
- Web Contributions Coordinator

Employee Name: \_\_\_\_\_

Employee E-Mail Address: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Effective Date of Removal: \_\_\_\_\_

Authorized by (print name): \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_