



Authorizing a Person/Organization to Inquire or Act on Your Behalf

If you want to appoint someone to speak on your behalf about your benefits at Prince George's County Public Schools, you must complete the form 'Authorizing a Person/Organization to Inquire or Act on Your Behalf'.

Who should file a request?

Employees or retirees who would like to designate a person to act on their behalf as it pertains to their Benefits.

Who do I authorize to inquire or act on my behalf?

You can authorize a relative, a friend, or an organization.

When should you file a request?

You can file the request at any time.

How to file your request?

Complete the reverse side of this form. Mail or hand deliver to: Prince George's County Public Schools, Payroll and Benefits Office, Room 132, 14201 School Lane, Upper Marlboro, MD 20772.

How to cancel your request?

You may revoke this request at anytime by submitting a written statement.

Questions?

Contact the Payroll and Benefits Office at 301-952-6230, email: payroll.benefits@pgcps.org



Authorizing a Person or Organization to Inquire or Act on Your Behalf

Employee/Retiree's Information:

Employee/Retiree's Name: _____ EIN or SSN: _____

Daytime Number: _____

Person/Organization you are authorizing:

Name: _____ Date of Birth _____

Relationship to employee/retiree: _____

Address: _____

Telephone # _____

I authorize the person/organization named on this form to inquire and/or act on my behalf as it pertains to the benefits offered at Prince George's County Public Schools. This will remain in effect until a written cancellation is submitted.

Signature: _____ Date: _____

**** **THIS FORM MUST BE NOTARIZED** ****

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20__

MY COMMISSION EXPIRES: _____

(Signature of Notary Public)

Official Seal must be affixed

Return Completed form to: Prince George's County Public Schools, Payroll and Benefits Office, Room 132, 14201 School Lane, Upper Marlboro, MD 20772.