**Section 2600.20 Rules for Deductions**

a) The employee must file written authorization with the university for payroll deductions on forms prescribed by the university.

b) Each insurance company must file with the university and the Central Office of the Board copies of the policy, all advertising material, the application form and schedule of premiums for all participants.

c) The insurance company must not state or imply either directly or indirectly that the university or Board sponsors the company or the plan.

d) The Board must receive evidence of approval of the contract by the State of Illinois Department of Insurance. Deductions will be authorized only for an approved policy.

e) The insurance company will not be permitted to solicit or conduct any business in university buildings or on university premises without permission of the President or his designee.

f) No deductions will be withheld unless a minimum of 250 employees insured by an approved company authorize the withholding by an Office within six months after the company has been approved.

g) The signed authorization cards must be submitted to the appropriate payroll office of the university 30 calendar days before the first of the month that the deduction is to become effective, assuming all above guidelines have been met.