**Reed & Associates, CPAs - CMS Retroactive Processing Contractor (RPC)**

**Enrollment Data Validation Review**

**Cancellation of Enrollment Transaction (TTC 80) Documentation Worksheet**

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| --- | --- | --- | --- |
| **Transaction ID:** |       | **Beneficiary ID:** |       |
| **Beneficiary Name:** |            |
| **POA or Legal Representative (if applicable):** |  |
| **Contract Number:** |       | **Effective Date:** |       |
|  |
| **Reason for Cancellation of Enrollment Transaction** *(Please be as detailed as possible)***:**       |
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| **General Documentation Guidelines For Cancellation of Enrollment Transactions** |
| Below you will find a general list of required documentation to substantiate a Cancellation of Enrollment transaction for the beneficiary listed above. See the “Documentation Requirements Matrix” Excel file under the Enrollment Data Review Toolkit section of the RPC’s website for additional documentation requirements for Cancellation of Enrollment Transactions. Please provide a copy of one or more of the following documents to substantiate a Cancellation of Enrollment transaction: |
| **[ ]**  A written request to cancel the enrollment |
| **[ ]**  A verbal request to cancel the enrollment (phone log) |

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