**EMPLOYEE LEAVER FORM**

(to be completed by the employer)

**PERSONAL DETAILS**

Employer’s name: Comp/Code \*

\* This is the letter and number at the top right-hand corner of your timesheets e.g. 637 B.

PA’s name:

Is the employment ending because you are ceasing as an employer?: 🞏 Yes \*\* 🞏 No
\*\*If yes, you must use the Employer Ceasing Form instead of this form.
This will end the employment of all your PAs.

**FINAL PAYMENT & P45**

Last date PA worked/will work:

Have you sent in the PA’s final time sheet? 🞏 Yes 🞏 No

Is the PA in the pension scheme? 🞏 Yes 🞏 No

Has any outstanding annual leave entitlement been included? 🞏 Yes 🞏 No 🞏 N/A

Has redundancy pay been included? 🞏 Yes 🞏 No 🞏 N/A

**Please note: we are unable to send out a P45 until we receive the final timesheet and confirmation of holiday pay owing/paid.**

Do you require the P45 to be sent to (please tick) 🞏 Your address? 🞏 Your PA’s address?

Signed (Employer): Date:

Signed by ILA:

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| **PAYROLL BUREAU USE ONLY** |
| Date of last payment: | Date P45 sent out: |
| P45 sent to: Employer PA |  |