



## EMPLOYEE TERMINATION FORM

Employers must complete the following information when an employee stops working for them. Please complete this form and return it to Acumen in one of the following ways:

Mail: 5416 E. Baseline Road, Suite 200, Mesa, AZ 85206  
Fax: (855) 264-3289  
E-mail: Payroll-MN@acumen2.net

Your state has laws regarding how quickly an employee's final paycheck must be issued. Please make sure the final hours owed to your employee have been approved and submitted so Acumen can help you comply with the final paycheck laws in your state.

EMPLOYEE NAME:		
EMPLOYEE ID #:		
LAST DATE OF EMPLOYMENT: <b>*PTO PAYOUT WILL OCCUR ONLY IF EMPLOYEE HAS WORKED AT LEAST 600 HOURS. ALL PTO ACCRUED UP TO 80 HOURS WILL BE PAID OUT UPON TERMINATION.</b>	CHECK ONE	
	VOLUNTARY <input type="checkbox"/>	INVOLUNTARY <input type="checkbox"/>
REASON FOR ENDING EMPLOYMENT:		
IF YOUR EMPLOYEE RECEIVES PAYCHECKS IN THE MAIL, THE FINAL PAYCHECK WILL BE SENT TO THE ADDRESS ON FILE. IF THE CHECK NEEDS TO BE SENT TO A DIFFERENT ADDRESS, PLEASE PROVIDE THAT ADDRESS BELOW:		
IF YOUR EMPLOYEE RECEIVES PAYCHECKS ELECTRONICALLY (DIRECT DEPOSIT OR PAYCARD), THE FINAL PAYCHECK WILL BE DELIVERED ELECTRONICALLY. IF A PAPER CHECK IS NEEDED INSTEAD, PLEASE PROVIDE THE ADDRESS WHERE THAT CHECK SHOULD BE SENT BELOW:		
PARTICIPANT NAME AND ID #:		
EMPLOYER NAME:		
EMPLOYER SIGNATURE:	DATE:	

Acumen Fiscal Agent, LLC.  
5416 E. Baseline Rd., Suite 200  
Mesa, AZ 85206  
Phone (888) 272-5021  
Fax (855) 264-3289  
[customerservice@acumen2.net](mailto:customerservice@acumen2.net)