



MONTANA SDEO SEPARATION OF EMPLOYMENT 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: Acumen Fiscal Agent, 5416 E Baseline Rd., Suite 200, Mesa, AZ 85206
Fax: (866) 211-6370
E-mail: payroll-mt@acumen2.net

Every 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 EMPLOYEE PHYSICALLY WORKED:	
REASON FOR ENDING EMPLOYMENT (Check only one below):	
Employee quit due to other opportunities or commitments	Employee was let go due to performance issues
Employee quit due to dissatisfaction with position	Employee was let go due to scheduling issues
Employee quit for unknown reasons	Individual is no longer receiving 0208 Waiver services
Other	
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:	
MEMBER/EMPLOYER NAME AND ID #:	
MEMBER/EMPLOYER SIGNATURE:	DATE: