



## MT SDEO SEPERATION OF EMPLOYMENT FORM

Employers must complete the following information when an employee is no longer working for them.

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 #:
Participant Name:	Participant Id#:
Last Date Employee Physically Worked:	
REASON FOR ENDING EMPLOYMENT (Check only one below):	
<input type="checkbox"/> Employee quit due to other opportunities or commitments.	<input type="checkbox"/> Employee was let go due to performance is-sues.
<input type="checkbox"/> Employee quit due to dissatisfaction with po-sition.	<input type="checkbox"/> Employee was let go due to scheduling is-sues.
<input type="checkbox"/> Employee quit for unknown reasons.	<input type="checkbox"/> Individual is no longer receiving 0208 Waiver Services.
<input type="checkbox"/> 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 pay card), 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:	

Employer Name (Printed): \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete this form and return to Acumen by one of the following methods: Mail: 5416 E. Baseline Rd., Suite 200, Mesa, AZ 85206 Fax: (866) 211-6370 Email: payroll-mt@acumen2.net