

MANAGER'S PRE-DISMISSAL CHECKLIST

Name of Employee: _____

Date of Termination: _____

You must collect the following items from the above employee prior to his separation from the company:

- ☐ All keys returned.
- ☐ Company vehicle returned.
- ☐ Company credit cards returned.
- ☐ Company phone credit cards returned.
- ☐ Company equipment returned (e.g., portable phones, beepers, PCs).
- ☐ COBRA election forms signed and returned.
- ☐ 401K election forms signed and returned.
- ☐ Profit sharing election forms signed and returned.
- ☐ Company documents and files inventoried.
- ☐ Desk and working premises inventoried.
- ☐ Personnel and Payroll Departments notified.
- ☐ Final expense report approved and expense check prepared.
- ☐ Final payroll check prepared.
- ☐ Exit interview given.
- ☐ Final checks (payroll and expense) given to terminating employee.

All of the above duties have been completed in a satisfactory and timely manner.
Company has no further liability associated with terminating employee.

Manager's Signature: _____ Date: _____