

Employee Number

MP's Name CAPITAL LETTERS

Constituency CAPITAL LETTERS

Employee Details CAPITAL LETTERS

Title

First Name

Surname

Home
Address

(to send
P45/Payslip)

Postcode

Last day of employment

This is the date when salary
will cease)

Holiday Leave Year Starts (DD/MM)

Annual Holiday Entitlement (Days)

Holiday due but not taken (Days)

Holiday taken in excess of
entitlement (Days)

Reason for Leaving

Resignation ☐

End of Contract ☐

Redundancy ☐

Retirement ☐

Dismissal ☐

Death in Service ☐

Any additional payments/deductions due (Reason/Amount)

Authorisation & Declaration

- ✓ I authorise IPSA to cease the payment of salary from my staffing expenditure
- ✓ I confirm that any payments due were wholly, exclusively and necessarily incurred by my staff of the purpose of supporting my parliamentary duty

MP's Signature: _____

Date: _____

Please send your completed form to IPSA, 4th Floor, 30 Millbank, London SW1P 4DU or place in the drop box in the Members' Centre in Portcullis House.

If you have any questions about completing this form, please call 020 7811 6400.

Data Protection

IPSA will process the personal information you provide and the personal information it obtains, for the purposes of exercising its statutory functions and as set out in the IPSA Freedom of Information and Data Protection Policy. IPSA may disclose information to third parties where it is required or permitted to do so by law. IPSA is a public authority under the Freedom of Information Act 2000 (FOIA). The information it holds may be disclosable under FOIA. Under the Data Protection Act 1998, you have the right to request a copy of the personal information which IPSA holds on you. To make a request, please contact IPSA's Data Protection Officer. IPSA may charge the statutory fee for access. For further information about how IPSA processes your personal information, please contact IPSA's Data Protection Officer at IPSA, 4th Floor, 30 Millbank, London. SW1P 4DU.

Payroll use only

Does employee receive a season ticket loan?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does employee receive any childcare vouchers?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Keyed by **X** _____**Date:** _____**Checked by** **X** _____**Date:** _____