

INSTRUCTIONS FOR FORM LB-0489 EMPLOYEE SEPARATION NOTICE

The form LB-0489 Separation Notice is completed by the employer or Support Broker and given to or mailed to the worker within 24 hours of a workers separation of employment. If the worker was employed for less than one week a Separation Notice does not need to be completed.

Procedure to complete form LB-0489

1. Fill in the workers First and Last Name
2. Enter the workers social security number
3. Enter employment dates, starting and ending. If you do not know the dates call the Morning Star of TN payroll dept. at 1-855-767-4871.
4. The address the worker performed their work at. This should be the Participants address.
5. Reason for Separation: check the box that best describes why the worker will not be working for any longer.
6. If you check Lack of Work, check either the Permanent or Temporary box. Temporary should only be checked if you plan on bringing this worker back to work for you.
7. If you did not check Lack of Work as a reason than explain the reason why the worker will no longer be working for you in the box.
8. Fill in your name, address and contact information.
9. Fill in your Employer Account number. If you do not have this number, please call the Morning Star of TN payroll department.
10. When the form LB-0489 is completed, a copy should be handed or mailed to the worker. The employer or support broker should also keep a copy of this notice and should forward this copy to the Morning Star of TN payroll department.