

TERMINATION CHECKLIST

Employee Name: _____ Termination Date: _____

Company Name: _____

NEED TO USE	FORM DESCRIPTION	DATE GIVEN	DATE RECEIVED	DATE FILED/SENT
<input type="checkbox"/>	Termination Decision Checklist			<input type="text"/>
<input type="checkbox"/>	Final Paycheck Worksheet			<input type="text"/>
<input type="checkbox"/>	Final Paycheck Acknowledgment	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Notice to Employee as to Change in Relationship	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	For Your Benefit (Form 2320)	<input type="text"/>		
<input type="checkbox"/>	Cal-COBRA Notice to Carrier			<input type="text"/>
<input type="checkbox"/>	COBRA Notice to Plan Administrator			<input type="text"/>
<input type="checkbox"/>	COBRA Continuation Coverage Election Notice*	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Acknowledgement of Receipt of Notification of COBRA Rights*	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Health Insurance Premium (HIPPI) Notice	<input type="text"/>		
<input type="checkbox"/>	Exit Interview	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Claims: Responding to/Appealing Unemployment (UI) Insurance			
<input type="checkbox"/>	• Appealing a UI Claim to an Administrative Law Judge			<input type="text"/>
<input type="checkbox"/>	• Appealing a UI Claim to the UI Appeals Board			<input type="text"/>
<input type="checkbox"/>	• Responding to a Claim for UI			<input type="text"/>
<input type="checkbox"/>	Other: _____	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes: Forms in bold are legally required for all California employers. Forms with * are required at time of termination for some employers.

Disclaimer: Please use caution when executing this checklist. Some forms are required at the time of termination for some employers and some forms are legally required for all California employers. We do not intend the information above to be legal advice. By providing this information, we are not acting as your lawyer. If you need legal advice you are welcome to contact us or we recommend that you speak to your legal counsel before relying on this information.