



Employee Termination Checklist

(To be completed by employee's direct supervisor.)

Employee Information

Name:

Employee #:

Location:

Last Date of Employment:

Items to be Collected (please mark items returned; leave BLANK if not applicable):

- | | |
|--|--|
| <input type="checkbox"/> Cellphone (and ALL Accessories) | <input type="checkbox"/> Laptop |
| <input type="checkbox"/> Notepad / iPad | <input type="checkbox"/> Mobile Hotspot |
| <input type="checkbox"/> All Device Accounts Logged Out (i.e. iTunes / iCloud) | <input type="checkbox"/> Device Lock Passwords Removed |
| <input type="checkbox"/> Uniforms | <input type="checkbox"/> Keys (i.e. Building/Vehicle) |
| <input type="checkbox"/> Company Vehicle | <input type="checkbox"/> Promotional Items |
| <input type="checkbox"/> Credit Card | |

Access to be Terminated (leave BLANK if not applicable):

- | | |
|--|---|
| <input type="checkbox"/> Microsoft 365 | <input type="checkbox"/> RentalMan |
| <input type="checkbox"/> Vizion / Targit | <input type="checkbox"/> Telematics (GPS) |
| <input type="checkbox"/> Salesforce | <input type="checkbox"/> Paylocity |
| <input type="checkbox"/> Certify | <input type="checkbox"/> 90.i.o |
| | Other: |

Left Click "Submit Email" Button to attach and send completed form.