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**Technology Access Termination Form**

Instructions: This form must be completed to terminate system access for all terminated employees.

1. Type all sections of this form.
2. E-mail the completed form to [WinnDESK@winnco.com](mailto:WinnDESK@winnco.com)

**Section 1 – Complete for all users**

Employee Name:       Date:

Position:       Date of Termination:

Supervisor:       Site Name and Number:

**Section 2 – Specify Access to be removed.**

Check the appropriate boxes:

Yardi - Specify Database(s)

Network/Email/BudgetPro

WinnersEdge

WinnBase

Site Email account (Password will be reset on site email account)

KwikTag

EFax

Delete account

Reassign number to      .

Smartphone (Blackberry, iPhone, Android, etc.)

Personal Liability Account

Corporate Liability Account

Phone Equipment supplied or reimbursed by Winn.

AT Conference

Delete account

Reassign account to

Low Cost Conference

Delete account

Reassign number to

Special instructions: