

**Termination Information**

Phone: (301) 770-6069  
 Phone: (301) 770-6093

Fax: (301) 770-6821  
 Fax: (301) 770-6826

Client Name: \_\_\_\_\_ Client No. \_\_\_\_\_

Employee Number: \_\_\_\_\_ Employee Name: \_\_\_\_\_

New Address (if moving for W-2): \_\_\_\_\_

\_\_\_\_\_  
 City State Zip Code

Termination Date: \_\_\_\_\_ Reason for Termination: \_\_\_\_\_  
 (Optional: Moving, Personal etc) (6 positions)

**Voluntary Deductions to be taken this pay**

<u>Deduction Name</u>	<u>Amount</u>	<u>Goal</u>	<u>Frequency of Deduction</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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**PAYROLL  
 NETWORK, INC.**