

**PAPERWORK NEEDED UPON
TERMINATION, RESIGNATION, RETIREMENT
DEATH ETC.**

1. PERSONNEL INFORMATION SHEET
2. PENSION FORM #6 (RETIREMENT)
3. SEPARATION FORM.
4. TURN IN COUNTY ID
5. TURN IN COUNTY PARKING PASS
6. ANY OTHER COUNTY EQUIPMENT (CELL PHONE ETC.)
7. PAPERWORK FOR ANY VACATION OR SICK ACCRUED PAYOUT
SIGNED BY DEPARTMENT HEAD & PAYROLL CLERK

SEND PAPERWORK TO THE HUMAN RESOURCE OFFICE