

Leaving Employment FORM



King County

Instructions: If you are leaving King County for any reason, complete and sign this form, or one provided by your department, and submit copies of this form to:

- Your supervisor Your HR representative Benefits, Payroll and Retirement Operations

To ensure delivery of your final paycheck and W-2, make sure your mailing address is correct in PeopleSoft.

Last _____ First _____ MI _____

PeopleSoft ID _____ Dept/Division _____

Home Email _____ Home Phone _____

Mailing Address _____

City _____ State _____ ZIP _____

Please do not mail my final paycheck. Instead (specify preference): _____

Last work day _____ Last day on paid status _____

Note: If your spouse works for King County, contact Benefits, Payroll and Retirement Operations at 206-684-1556 to learn about coverage options after you leave King County employment.

If you are leaving King County employment due to a layoff, resignation, or termination, use the [Leaving Employment Guide](#) to direct you through the separation process.

If you are retiring, also complete this section

A. Please check one of the boxes below:

I have not formally applied for retirement, but I will apply before my last day on paid status.

I have formally applied for retirement. My effective date of retirement is _____

Attach a copy of your email or letter from the Washington State Department of Retirement Systems or the Seattle City Employees' Retirement System acknowledging receipt of your application for retirement.

Acknowledgement and Authorization

The information I've provided is correct and complete. I understand I must return all King County-owned property (bus pass/photo ID/keycard, keys, cell phones, special equipment, etc.) in my possession by my last day at work.

Signature _____ Date _____

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