

Payroll Termination Form



Uniting Church
SYNOD OF NSW & ACT



- Any events relating to Employee Termination or Resignation or the cessation of a Minister's placement must be notified to the Payroll Bureau Service as a matter of high priority. Process is between the Authorised Representative and Payroll Bureau Service.
- Email notification to Payroll Bureau Service payroll@nswact.uca.org.au
- If you encounter any difficulties, please phone 02-9159 9658

Employee/Minister Termination Details

Employee/Minister Full Name:

Termination Date: dd/mm/yy

Payroll Emp ID:

Location / Entity / Company:

Reason (please select one):

Resignation	Redundancy	Casual
Retirement	Transferred	Termination
Contract End	End of Placement	

Notice Period (please select one): Working Payment in Lieu Part/Other N/A

Termination Payment Details:

Termination Confirmation

Delegated Authority (Print Name):

Signature:

Date:

Submission Checklist:

- **Signed and completed termination form**
- **Copy of the resignation letter (if applicable).**