

Penderels Trust Payroll Bureau



Opening the door to independent living

PERSONAL ASSISTANT LEAVER'S FORM

PERSONAL DETAILS

Employer's name: _____ Comp/Code *

PA's name: _____

* This is the letter and number at the top right-hand corner of your timesheets e.g. 637 B.

FINAL PAYMENT & P45

Last date PA worked/will work: _____

Have you sent in the PA's final time sheet? yes no

Is your PA entitled to any holiday pay? yes no

Have you included any holiday pay owed on the time sheet? yes no

If yes, how many hours/days/sleep-ins are owed? _____

Please note: we are unable to send out a P45 until we receive the final timesheet.

Do you require the P45 to be sent to (please tick) your address? your PA's address?

Signed (Employer): _____ Date: _____

PAYROLL BUREAU USE ONLY	
Date of last payment:	Date P45 sent out:
P45 sent to: employer PA	