

**City of Richmond Employee Exit Form**

Sections on "Return of City Property" and "Employee Benefits" are to be completed by your department Payroll Clerk.

**Return of City Property**

City Property Issued:	City Property Returned:
<input type="checkbox"/> Employee I.D. Card	<input type="checkbox"/> Employee I.D. Card
<input type="checkbox"/> Uniforms	<input type="checkbox"/> Uniforms
<input type="checkbox"/> Pager	<input type="checkbox"/> Pager
<input type="checkbox"/> Head Set	<input type="checkbox"/> Head Set
<input type="checkbox"/> Keys	<input type="checkbox"/> Keys
<input type="checkbox"/> Equipment	<input type="checkbox"/> Equipment
<input type="checkbox"/> Badges	<input type="checkbox"/> Badges
<input type="checkbox"/> Books	<input type="checkbox"/> Books
<input type="checkbox"/> Manuals	<input type="checkbox"/> Manuals
<input type="checkbox"/> Automobile	<input type="checkbox"/> Automobile
<input type="checkbox"/> Computer Equipment	<input type="checkbox"/> Computer Equipment
<input type="checkbox"/> Calculator	<input type="checkbox"/> Calculator
<input type="checkbox"/> Other	<input type="checkbox"/> Other

**Employee Benefits**

Insurance: \_\_\_\_\_

Vacation: \_\_\_\_\_

Vesting Rights (5 years): \_\_\_\_\_

Other: \_\_\_\_\_

Change of Address:  
\_\_\_\_\_

Employee Name (Please Print)

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Payroll Clerk

\_\_\_\_\_

Department

\_\_\_\_\_

Date

\_\_\_\_\_