

Diocese of Covington
Payroll Office

Delete / Transfer notice

Parish/School/Institution

Employee Name

Employee Soc. Sec. No.

Last Day Worked
month day year

Final Pay 15th 30th
month month

Reason the employee is being removed from the payroll at this location (check one):

Employee terminating employment

Status Change to (must check one):

- Deceased
- Laid Off
- Resigned
- Retired
- Terminated

Employee transferring to another location within the Diocese

Transferring to

Other (explain)

Comment
(Optional)

Signature _____
Pastor or Principal

Date _____

Mail: Diocese of Covington
Attn: Payroll Office
1125 Madison Avenue
Covington, KY 41011

Email: Payroll@CovDio.org
Phone: (859) 392-1558
Fax: (859) 392-1589