

EXECUTIVE EARLY RETIREMENT BENEFIT

Payroll Disbursement Form

EXECUTIVE INFORMATION

FULL NAME

EMPLOYEE ID

TITLE/OFFICE

DEPARTMENT

RETIREMENT DATE

BENEFIT & DISBURSEMENT BREAKDOWN

Disbursement Description	Amount (\$)
Lump Sum Severance Payment	
Early Retirement Incentive Bonus	
Accrued & Unused Vacation Payout	
Executive Pension / Supplemental Executive Retirement Plan (SERP)	
Other Deferred Compensation / Stock Option Cash-out	
Gross Disbursement Amount	
Federal/State Tax Withholding	
FICA / Medicare Withholding	
Other Deductions (Benefits Continuation / Outstanding Loans)	
Net Disbursement Amount	

DISBURSEMENT DETAILS

PAYMENT METHOD (E.G., WIRE TRANSFER, CHECK)

DISBURSEMENT FREQUENCY (E.G., ONE-TIME, MONTHLY)

FIRST PAYMENT DATE

RECEIVING BANK NAME

ACCOUNT / ROUTING NUMBER

AUTHORIZATION & APPROVALS

Retiring Executive Signature & Date

Payroll & Benefits Manager Signature & Date

Chief Human Resources Officer Signature & Date

Chief Financial Officer Signature & Date

Confidential Document - For Payroll & HR Administration Use Only