

EARLY RETIREMENT PAYROLL ALLOCATION SHEET

Corporate Human Resources & Payroll Division

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT / DIVISION

RETIREMENT EFFECTIVE DATE

YEARS OF SERVICE

PAYROLL ALLOCATION PERIOD

PART A: BENEFIT ALLOCATIONS & SEVERANCE COMPONENTS

Description of Benefit Component	Allocation Account	Amount (\$)
Severance Pay Allocation		
Early Retirement Bridging Benefit		
Accrued Pension Supplemental Credit		
Health Insurance Subsidy Payout		
Unused Leave / Vacation Payout		
Other Special Incentive Bonus		
Total Gross Early Retirement Benefit		

PART B: DEDUCTIONS & WITHHOLDINGS

Deduction Type	Withholding Account	Amount (\$)
Federal Income Tax Withholding		
State / Local Income Tax Withholding		
FICA (Social Security / Medicare)		
Retirant Group Insurance Premium Contribution		

Deduction Type	Withholding Account	Amount (\$)
Other Voluntary Deductions / Allocation Adjustments		
Total Deductions & Withholdings		

PART C: ALLOCATION SUMMARY

Net Early Retirement Benefit Payout

PREPARED BY (PAYROLL SPECIALIST)

REVIEWED BY (HR MANAGER)

AUTHORIZED BY (VP OF FINANCE / CFO)