

INDEPENDENT CONTRACTOR OFFBOARDING CHECKLIST

Asset Return & Account Deactivation Record

Contractor & Project Information

Contractor Full Name

Company / Agency Name (If applicable)

Contract End Date

Supervising Manager

Department / Project

Offboarding Coordinator

Physical Asset Return

Asset Description	Returned	N/A	Date Returned	Received / Verified By
Laptop & Power Charger	☐	☐		
Monitor / External Displays	☐	☐		
Mobile Phone / Tablet & Accessories	☐	☐		
Office Security Badge / Keycard / Keys	☐	☐		
External Hard Drives / USB Encrypted Keys	☐	☐		
Company Credit Card / Purchasing Card	☐	☐		
Proprietary Documents / Printed Materials	☐	☐		

Digital Access & Systems Revocation

System / Account Type	Revoked	N/A	Date Deactivated	Actioned By
Corporate Email Account	☐	☐		
Internal Chat / Collaboration Tools (Slack, Teams, etc.)	☐	☐		

System / Account Type	Revoked	N/A	Date Deactivated	Actioned By
Project Management Systems (Jira, Asana, Trello, etc.)	☐	☐		
Source Code Repositories (GitHub, GitLab, etc.)	☐	☐		
Cloud Storage & Drive Access (Google Drive, Dropbox, OneDrive)	☐	☐		
VPN & Server Environment Access	☐	☐		
Password Manager Vault Sharing (1Password, LastPass, etc.)	☐	☐		

Financial & Contractual Closure

Requirement / Task	Done	N/A	Completion Date	Notes
Submission of Final Invoice	☐	☐		
Approval of Final Invoice for Payment	☐	☐		
Tax Documents Verified (W-9 / W-8BEN / 1099 Status)	☐	☐		
Return of IP & Confidentiality Confirmation Signed	☐	☐		

Comments / Remarks

Acknowledgment & Sign-Off

Contractor Signature

Print Name

Date

Authorized Company Representative Signature

Print Name

Date

