



## **INSTRUCTIONS**

The Final Salary Clearance Form is required for all separating employees before final salary and/or lump sum payments are processed. The employee's office is responsible for the preparation and routing of this form.

The officials responsible for the items must initial each item when property or material issued to the employee is returned to the accountable office. If the employee is charged with lost property or equipment subject to monetary deductions, a copy of the DI-103, signed by the Oregon State Office Board of Survey, must be attached. If the final report is not available at the time of the employee's final separation, it should be furnished promptly because the final salary check will not be issued until the form is received in the Service Center.

### **\*PRIVACY ACT STATEMENT**

Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. The primary use of this information is by your payroll office for the purpose of issuing your final salary and/or lump sum payments. Additional disclosures of this information may be: to the State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigations on you for employment or security reasons; and to the General Services Administration in connection with its responsibilities for records management.

Collection of this information is authorized by Executive Order 9397. Furnishing the information on this form, including you Social Security Number, is voluntary, but failure to do so may result in a delay in the process of your final salary payment.

If your agency uses the information furnished on this form for purposes other than these indicated above, it may provide you with an additional statement reflecting those purposes.

### **\*\*\*PLEASE NOTE\*\*\***

To better protect privacy, the employee is encouraged to complete the privacy act information just prior the submission of this form to the payroll office.