

Diocese of Covington
Payroll Office

Delete Notice

Use this form to notify the Payroll Office of an employee to be removed from the Diocesan Payroll

Parish/School/Institution _____

Employee Name _____

Employee Soc. Sec. No. _____

Effective Date _____
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

Employee transferring to another location within the Diocese

Transferring to _____

Other (explain) _____

Signature _____
Pastor or Principal

Date _____

Mail: Payroll Office, 1125 Madison Avenue, Covington, KY 41011-3115

Fax: (859) 392-1589

Email: payroll@covdio.org

Phone: Payroll Office at (859) 392-1558