**Final Paycheck Property Acknowledgment Form**

This form documents the acknowledgment of company property before the release of the final paycheck.

**Employee Information:**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Property Checklist (if applicable):**

| **Property Item** | **Serial Number** | **Condition Upon Issue** | **Returned (Yes/No)** |
| --- | --- | --- | --- |
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|  |  |  |  |

**Acknowledgment:**☐ I confirm that all company property issued to me has been returned in acceptable condition.
☐ I understand that failure to return items may result in deductions from my final paycheck.

**Signature and Date:**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
HR Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_