TALX Employer Services
Separation Form
Guide to Completion

1. THE DATE THE EMPLOYEE SEPRATED: Enter the date the employee was separated. This is not
always the last day worked unless it is the same. (See # 6)

2. EMPLOYEE'S NAME: As per payroll records.

3. SOCIAL SECURITY NUMBER: As per payroll records. THIS IS ESSENTIAL. All claims are generated by the Social Security Numbers by State.

4. JOB TITLE AND DESCRIPTION: Identifies the employee by department and position.

5. STATE: TEXAS

6. FIRST AND LAST DAY WORKED: Always complete this. Last date worked could be different to date
separated, i.e., 3 day no call / no show job abandonment. See #1 above.

7. REASON FOR SEPARATION AND REMARKS: MUST ALWAYS BE COMPLETED. Use the "Remarks" section and PROVIDE COPIES OF ALL RELATED PAPERWORK with the separation form,
i. E., warnings, letter of resignation, leave of absences.

8. NAME AND ADDRESS SECTION: Always put your name, position, and telephone number.

THESE FORMS ARE VERY IMPORTANT AND NEED TO BE ACCURATELY AND CLEARLY COMPLETED. Unemployment claims have time limits on protest. If we have not received a
separation notice and documentation back up or cannot read it clearly, you reduce the chances of
successful appealing and winning claims.

SEND TO:

TALX Employer Services
P. O. Box 1160
Columbus, OH 43216
(866) 848-4623 – TEL
(800) 848-0100 – FAX

Forms should be sent to TALX, WITHIN 24 HOURS of a separation.