

## **Employment Separation Notice Instructions**

You are required to notify Palco of separation of employment, as specified on the form. Failure to notify us of such events increases the chances of fraudulent claims filed on your behalf, which could present penalties under the U.S. False Claims Act, as well as potentially impact the participant's benefits.

Complete the following fields on the Employment Separation Notice:

- SSP Name
- SSP Palco ID#
- CLE Name
- CLE Palco ID#
- Date of the LAST day the SSP worked for the CLE
- Reason for employment separation.

The CLE must sign and date the form and submit to Palco for processing within 24 hours of the SSP's termination. Once the form is received and processed by Palco, the SSP will be deactivated effective on the day immediately following the last date worked.

Please send completed forms to Palco by one of these methods:

Fax: 1-877-859-8757

Email: [Enrollment@palcofirst.com](mailto:Enrollment@palcofirst.com)

Mail: Palco Inc.  
Attn: Enrollment  
P.O. Box 242930  
Little Rock, AR 72223