

Checklist international staff

New employee (name): _____

Target group: *employee*

Termination of employment

	What	Who	Reference	Completed
1	Termination of employment; according to routines at JU	Employee Manager	Termination of employment	
2	Civil de-registration; notify the Swedish Tax Agency when moving from Sweden	Employee	Termination of employment	
3	National Government Employee Pensions Board (SPV); ensure that SPV has the correct address when moving from Sweden	Employee	Termination of employment	
4	Housing; terminate <ul style="list-style-type: none"> - lease - insurance - subscription 	Employee	Termination of employment	
5	Bank; close any bank accounts	Employee	Termination of employment	