

Please tick the boxes below to confirm that you have fulfilled your obligations and completed the necessary tasks to wind up your affairs.

- I have fully processed all of my claims (pre and post-election) and I can confirm that I will not be submitting any further reimbursement claims to IPSA.**
  - To check that all claims have been fully processed, please refer to the 'MPD claims in Progress' section on your IPSA Online dashboard. Guidance for using the dashboard can be found [here](#).
  - If there are claims showing within this report, please refer to your task manager or your proxy's task manager to process these. Guidance for actioning these can be found [here](#). If they aren't appearing in either task manager, please contact us.
  
- I have fully reconciled all of my Payment Card transactions.**
  - To check for any unreconciled transactions, please refer to the 'MPD Unreconciled Payment Card Lines' section on your dashboard. This should be empty. If not, please go to the 'Payment Card (MP)' form and reconcile these in the normal way. Guidance for using the dashboard can be found [here](#) and guidance for reconciling payment card transactions can be found [here](#).
  - To check that these transactions have been fully reconciled (as opposed to submitted), please refer to the 'MPD Claims in Progress' report on your dashboard, and follow the steps described in the first section.
  
- I have served notice on my office and accommodation (where applicable) and have notified IPSA of my intentions by submitting a Property Amendment Form for each property.**
  - The Property Amendment Form can be found under the 'Forms' section of IPSA Online. Guidance for completing this can be found [here](#).
  
- I have sent in the dismissal letters and leaver forms for all of my staff members to IPSA and authorised all time sheets.**
  - To check for any outstanding timesheets to be approved, please refer to your task manager.
  
- I have completed and returned the Asset Disposal Form (if applicable).**
  
- I have repaid any amounts owed to IPSA, including any deposit loans, or have arranged for them to be deducted from the Loss-of-office payment (if applicable).**
  - To check for any amounts owed, please refer to the 'MPD Repayments Due' section on your dashboard and also your task manager for any unactioned Credit Notes labelled 'Choose Payment Method (or reject)'.
  - Payment details can be found at the end of this document.

### DECLARATION

I confirm that all the above tasks have been completed. **I acknowledge that by signing this document I will no longer be able to make claims and my business with IPSA as an MP has concluded\*. As a result, any liabilities that arise are my sole responsibility.**

\* IPSA reserves the right to pursue further monies owed that arise following the windingup of your affairs.

Name: .....

Date: .....

Signature: .....

BACS repayment details: Sort code 60-70-80 Account 10012524 Reference [your name]