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**SUBJECT:**

**Requirements to prepare social benefits settlements.**

- 1.- Date of employee's entry;
- 2.- Date of employee's departure;
- 3.- Cause of labor relationship termination;
- 4.- List of normal monthly salary accrued from the beginning of the relationship until its termination;
- 5.- Last salary accrued by the employee;
- 6.- Any other concept of payment received by the employee, indicating its regularity and payment method;
- 7.- Indication of the existence of vacation periods pending to be enjoyed;
- 8.- Information regarding the number of days of annual benefits (profits) paid by the company;
- 9.- Information on the existence of pending payments for annual benefits (profits);
- 10.- State whether an advance payment of social benefits has been made;
- 11.- List of interest on social benefits that have been generated since the beginning of the labor relationship;
- 12.- Copy of the last payment receipt.