

Georgia College offers its employees the option of designating a beneficiary (ies) to receive the employee's last check in the event of an employee's death while an employee of the University System Office.

If an employee does not elect to name a beneficiary, Georgia College's payroll office will issue the employee's final paycheck, including any pay for unused annual/vacation leave, to the estate of the deceased employee. If your final check goes to your estate, please be advised that access to the funds by your family may be delayed due to the probate process.

Employee's Name: _____ **SSN:** _____

Name of Primary Beneficiary for Outstanding Wages:

Address: _____
 Street **City** **State** **Zip**

Name of Secondary Beneficiary for Outstanding Wages: _____

Address: _____
 Street City State Zip

PRINT EMPLOYEE FULL NAME

SIGNATURE OF EMPLOYEE

DATE _____

State of _____, County of _____

on this _____ day of _____, 20____.

personally appeared before me, the above named and made oath that the statements made above are true.

My Commission Expires

Notary Public (*Official Seal*)