

Georgia College Outstanding Wages Beneficiary Designation

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 you elect to name a beneficiary, you must complete the section below, Outstanding Wages Beneficiary Designation Form, at the time of your employment and submit to Human Resources along with all of your new hire paperwork. Should you desire to change your beneficiary at some point in the future, it will be your responsibility to complete and submit to Human Resources another Outstanding Wages Beneficiary Designation Form. For example, if you name your spouse and are later divorced, you would then be required to complete a new form.

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.

Georgia College Outstanding Wages Beneficiary Designation Form

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 _____

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.

SIGNATURE OF EMPLOYEE _____

My Commission Expires _____

Notary Public (*Official Seal*) _____

DATE _____