



DESIGNATION FOR OUTSTANDING WAGE PAYMENTS

IMPORTANT!! Please Read Instructions before Completing This Form.

Employee's Designation of Beneficiary for Receipt of Any Outstanding Wage Upon Employee's Death.

In the event of my death, if I have any wages due to me from the Georgia Department of Community Health, I hereby authorize all such wages to be paid to the following individual (s) I designate as my beneficiary:

Employee's Name _____ SSN _____

Employee's Signature _____ Date _____

Please provide the following information:

BENEFICIARY INFORMATION

Beneficiary's Name _____ SSN _____

Address _____ Phone # _____

SURVIVING SPOUSE OR SURVIVING MINOR CHILDREN

Spouse's Name _____ SSN _____

Address _____ Phone # _____

Child's/Children's Name (s) _____

Address _____

DULY QUALIFIED GUARDIAN

Guardian's Name (s) _____ SSN _____

Address _____ Phone # _____

NOTE: When the above beneficiary is under legal age to receive such sums, please indicate if known the name and address of the duly qualified guardian of the beneficiary.



DESIGNATION FOR OUTSTANDING WAGE PAYMENTS

Chapter 7 of Title 34 of the Official Code of Georgia, Annotated, as amended, provides for the payment of a deceased employee's outstanding wages or other moneys either to a designated beneficiary or to a surviving spouse. In the absence of a surviving spouse, outstanding wages would then be paid to the employee's surviving minor children.

The following information is presented to help you decide and properly designate the recipient of any outstanding wages.

Designating a Beneficiary

Where a beneficiary is designated, he/she will be the primary recipient of outstanding wages over any other individual. A beneficiary may be an organization or an individual. An individual designated as a beneficiary may or may not be related to you.

Designating a Surviving Spouse or Surviving Minor Children

The law provides that if at the time of your death you have outstanding wages and you have not designated a beneficiary of your wages, any outstanding wages must first go to your surviving spouse. In the absence of a surviving spouse at the time of your death, your wages will pass to your surviving minor child or children. A minor child is age 18 or under.

Duly Qualified Guardian

When the designated beneficiary is under legal age and cannot directly receive the outstanding wages, please indicate the name and address of the duly qualified guardian of the beneficiary.

In compliance with the above referenced law, you are requested to complete the DESIGNATION FOR OUTSTANDING WAGES form and submit it to Human Resources as soon as possible. This form will be placed in your personnel file.

Any sums payable under this Code Section may be paid pursuant to the designation made by the employee to a beneficiary, or to the employee's spouse, or to the employee's minor child or children. **It is the responsibility of the employee to furnish and keep any such information and designation current.**

WHEN CLAIMING OUTSTANDING WAGES, it is the responsibility of the individual designated to receive any outstanding wages to present to Human Resources a copy of the death certificate of the deceased employee.

