

Designation of 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 child or children.

Designating a Beneficiary-Where a beneficiary is designated, he will be the **primary** recipient of outstanding wages over any other individual. A beneficiary may be an organization or an individual, and as a beneficiary may or may not be related to you. Where the designated beneficiary is under legal incapacity that will act to prevent the beneficiary from directly receiving the outstanding wages, indicate in the appropriate area, the name and address of the duly qualified guardian of the beneficiary.

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 years or under.*) If your minor child or children has a duly qualified guardian (other than yourself), please indicate in the appropriate area, the name and address of this individual.

Claiming Outstanding Wages - It is the responsibility of the individual designated to receive any outstanding wages to present to the Personnel Manager a copy of the deceased employee's death certificate.

Please be aware that beneficiary designations listed in Section I will supersede any previous beneficiary designations which you have made. 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 information and designation current.**

Section I:

EMPLOYEE	
Employee's Name (Please Print)	Social Security Number

Section II: *If at the time of your death the designated beneficiary cannot receive your outstanding wages, these wages will then pass to your surviving spouse, and/or to a minor child or children.*

PRIMARY BENEFICIARY	
Name of Beneficiary	Social Security Number
Address of Beneficiary	Beneficiary Telephone #

Where the above beneficiary is under a legal incapacity to receive such sums, please indicate below a duly qualified guardian of the beneficiary.

DULY QUALIFIED GUARDIAN	
Name of Guardian	Social Security Number
Address of Guardian	Guardian Telephone #

In the event that upon my death I have wages or other monies due me from the State of Georgia, Lookout Mountain Community Services, AND in the absence of a designated beneficiary, I authorize all such sums to be paid to my surviving spouse AND in the absence of a surviving spouse, I authorize all sums to be paid to the duly qualified guardian of my surviving minor child/children.

SPOUSE	
Name of Spouse	Social Security Number
Address of Spouse	Spouse Telephone #

CHILD/CHILDREN	
Name of Child/Children	Social Security Number(s)
Address of Child/Children	Children Telephone #

In the event that upon my death I have wages or other monies due to me from the State of Georgia, Lookout Mountain Community Services, by this statement I authorize all such sums to be paid to the individual whom I designate as my beneficiary of any such sums.

Employee Signature

Date