



## Augusta State University Outstanding Wages Beneficiary Designation

Augusta State University 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 Augusta State University.

You must name a beneficiary; you must complete the section below, Outstanding Wages Beneficiary Designation Form, and submit to Human Resources. 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.

*If an employee does not elect to name a beneficiary, ASU'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.*

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### Augusta State University Outstanding Wages Beneficiary Designation Form

Employee's Name: \_\_\_\_\_ Employee Last Four Digits SS#: \_\_\_\_\_

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'S 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*)