Middle Georgia State University
Outstanding Wages Beneficiary Designation

Middle Georgia 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 Middle Georgia State University

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, MGA'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.

Middle Georgia State University
Outstanding Wages Beneficiary Designation Form

Employee's Name: _____ **Employee ID:** _____

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 _____, 2 _____,

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

_____
My Commission Expires

_____
Notary Public (***Official Seal***)