



San Bernardino County BENEFICIARY DESIGNATION FOR LAST PAYCHECK (WARRANT)

An employee must complete the Last Warrant Designation form to designate an individual to receive their final pay for time worked and payment of leave balances in the event of the employee's death.

REFERENCES

State of California Government Code, Section 53245

FORMS REQUIRED (IF APPLICABLE)

Beneficiary Designation for Last Paycheck (Last Warrant Designation)

MANDATORY FIELDS

Employee ID; Last Name; First Name; Status; Designee Information

GENERAL INFORMATION

Employee must complete one original designation form. Crossovers, whiteouts or erasures will not be accepted.

The Designation form may be updated by submitting a new one, which revokes any previous designation.

Only designations that are on file at EMACS-Payroll will be acceptable for release of final payment.

DESIGNEE INFORMATION

Employee may select only one designee. A minor child may be designated but EMACS-Payroll will require proof of guardianship from an adult who has legal custody of that minor child prior to funds being released.

Employees may also designate to their trust. Under last name, first name they should write: "To the Trust (or Estate) of..." EMACS-Payroll will require proof of the executor of the trust (estate). EMACS-Payroll will send a letter to the designee upon employee's death (the designation will be returned to the department if the complete address is not listed).

Same-sex domestic partnerships between persons who are both at least 18 years of age or opposite sex domestic partnerships when one or both persons are age 62 or older, are eligible to register a domestic partnership with the Secretary of State, pursuant to CA Family Code Sections 297 et Seq.

The relationship to the employee and the date of birth of the designee must be listed or the Last Warrant Designation form will be returned.

The complete mailing address of the designee must be listed. The mailing address is used to contact the designee upon death of the employee.

Note: The social security number of the designee will be required before money can be released to the designee

CONSENT OF SPOUSE/REGISTERED DOMESTIC PARTNER

If the employee is married or registered as a domestic partner and names someone other than their spouse or registered domestic partner as the final designee, the spouse or registered domestic partner must sign the document consenting release of the final payment to the designee.

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Ensure most current form has been submitted
- ◆ Audit for completeness
- ◆ Retain copy for department file

DISTRIBUTION GUIDELINES

New Hires - Submit with JAR packet
All others - Submit to EMACS-Payroll

RELATED FORMS/PROCEDURES

Checklist for New Hire - Contract
Checklist for New Hire - Extra-Help/Recurrent
Checklist for New Hire - Exempt
Checklist for New Hire - PSE
Checklist for New Hire - Regular/Part-Time/Reemployment (Rehire)
Family Status Changes