

BENEFICIARY DESIGNATION FORM

Employee Information			
Please print all information except your signature			
Employee's Name			
Social Security # <small>(new hires only)</small>			
Employee ID			
Employee Signature		Date	

The following information is presented to help you choose and properly designate a recipient for any **OUTSTANDING WAGES** in the event of your death.

- A designated beneficiary will be the primary recipient of any outstanding wages over any other individual.
- Where the designated beneficiary is under a legal incapacity that will act to prevent the beneficiary from directly receiving the outstanding wages, please indicate in the appropriate area, the name and address of the duly qualified guardian of the beneficiary.
- This beneficiary designation is for outstanding wages and will not supersede any beneficiary which you may have designated for your retirement or insurance benefits.

Primary Beneficiary Information			
If, upon my death, wages or other monies are due me from the State of Georgia, Department of Natural Resources, I hereby authorize all such sums to be paid to the following designated beneficiary.			
Beneficiary's Name		SS#	
Street Address		Apt #	
City		State	Zip Code
Secondary Beneficiary Information			
If, upon my death, wages or other monies are due me from the State of Georgia, Department of Natural Resources, I hereby authorize all such sums to be paid to the following designated beneficiary. The secondary beneficiary will receive the outstanding wages or other monies only if the primary beneficiary is deceased or waives compensation.			
Beneficiary's Name		SS#	
Street Address		Apt #	
City		State	Zip Code
Guardian Information for Primary Beneficiary			
If the Beneficiary is a minor the following information must be provided			
Guardian's Name		SS#	
Street Address		Apt #	
City		State	Zip Code
Guardian Information for Secondary Beneficiary			
If the Beneficiary is a minor the following information must be provided			
Guardian's name		SS#	
Street Address		Apt #	
City		State	Zip Code

Georgia law O.C.G.A 34-7-4 states that in the absence of a beneficiary designated in writing by the employee any outstanding wages will be paid to the surviving spouse. In the absence of a beneficiary designated in writing by the employee and where the employee left no surviving spouse but left a surviving child or minor children, then payment of outstanding wages will be paid to the duly qualified guardian of the minor child or children.

NOTE: It is your responsibility to **keep this information updated** by contacting the Office of Human Resources to update this form.