



COUNTY OF RIVERSIDE

HUMAN RESOURCES DEPARTMENT

County Administrative Center

P.O. Box 1569 • Riverside, CA 92502 • (909) 955-3500
82-675 Highway 111 • Indio, CA 92201 • (760) 863-8327

RONALD W. KOMERS
Asst. County Executive Officer/
Human Resources Director

Barbara Olivier
Asst. Human Resources Director

TO: All County Employees
RE: Designation of Person to Receive Warrants or Checks Upon Death of Employee

County employees may file with the County a "**DESIGNATION OF PERSON TO RECEIVE WARRANTS OR CHECKS**" FORM. Upon death of the employee, any monies due the employee by the County, *including salary or reimbursement of expense*, would be released to the designated person after adequate proof of identity. The designated person would be able to negotiate the warrant or check as if he/she were the payee.

On the back of this letter is a blank "**DESIGNATION OF PERSON TO RECEIVE WARRANTS OR CHECKS**" FORM. If you wish to avail yourself of this, please complete the copy on the back and forward it to the County Human Resources Department, Employee Benefits Division.

NOTE: The above designation will not apply to any warrants or checks payable to the State for death benefits due as a result of membership in the Public Employees' Retirement System. The Retirement System pays directly to the named beneficiary in accordance with the RETIREMENT SYSTEM MEMBERSHIP FORM on file with them. We suggest that you review the named beneficiary on your copy of the Public Employees' RETIREMENT SYSTEM MEMBERSHIP FORM.

Employee Services
P.O. Box 1569
Riverside, CA 92502-1569
(909) 955-3591

Rideshare Office
P.O. Box 1665
Riverside, CA 92502-1665
(909) 955-1175

Temporary Assistance
Program
Volunteer Services program
P.O. Box 1569
Riverside, CA 92502-1569
(909) 955-3596

Employee Relations
P.O. Box 1569
Riverside, CA 92502-1569
(909) 955-3510

Risk Management
P.O. Box 5069
Riverside, CA 92517-5069
(909) 955-3530

COUNTY OF RIVERSIDE

DESIGNATION OF PERSON TO RECEIVE WARRANTS OR CHECKS UPON DEATH OF EMPLOYEE

PRINT OR TYPE (LAST NAME)

(FIRST NAME)

(INITIAL)

In the event of my death, I hereby designate the person named below as being entitled to receive all warrants or checks that will be payable to me by the County of Riverside.

NAME OF PERSON TO RECEIVE YOUR CHECKS IN CASE OF YOUR DEATH

Name: _____

Address: _____

Relationship: _____ Soc.Sec.No.: _____

(REQUIRED)

NOTE: Identification information will be necessary since warrants and checks can only be delivered to your designee after sufficient proof of identity is supplied.

Signature

Date

Social Security Number

UPON DEATH OF EMPLOYEE - Government Code 53245

Any person now or hereafter employed by the County may file with his/her appointing power a designation of a person who, notwithstanding any other provisions of law, shall on the death of the employee, be entitled to receive all warrants or checks that would have been payable to the descendent had he/she survived. The employee may change the designation from time to time. A person so designated shall claim such warrants or checks from the appointing power. A person who received a warrant or check pursuant to this section is entitled to negotiate it as if he/she were the payee.

DESIGNATION OF PERSON TO RECEIVE WARRANTS OR CHECKS

IMPORTANT: Please fill out the above information completely. We cannot accept an incomplete form. Please return to:

HUMAN RESOURCES/ EMPLOYEE BENEFITS - STOP #1190

or

P. O. BOX 1569, RIVERSIDE, CA 92502-1569