

Kirk Shrum
Superintendent

Nathan Hernandez
Chief Business Officer

Kyla Johnson
Finance Director



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Catalina Blair
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Walta S. Gamoian
Juan R. Guerrero
Joy M. Naylor
Randy Villegas

To: All District Employees
From: Kyla Johnson, Finance Director

Re: **DESIGNATION OF PERSONS TO RECEIVE WARRANTS OR CHECKS UPON THE DEATH OF AN EMPLOYEE**

Probate Code under Government Code Section 53245 requires any warrants payable to the deceased to be held and paid to the estate of the deceased. Section 53245 allows an employee or officers of the School District to file with his or her employer a designation of a person who shall, on the death of an employee, receive all warrants or checks that would have been payable to the deceased had he/she survived. By making such a designation, the District need not hold the warrants or checks while the deceased's heirs comply with probate law, which can take an extended period of time. With such a notice on file, the District may release the warrants to the designee upon sufficient proof of identity.

To eliminate time consuming probate procedures for both the District and the Employee's survivors, all District employees are requested to complete the attached designation form. Please note that completion of this form is voluntary. You may change the designation at any time.

The naming of a secondary designee to receive the warrants upon the death of the primary designee is optional.

Your completed form should be returned to the Human Resources Department for inclusion among your records.

Thank you for your assistance.

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

I, _____, hereby designate, upon my death, the following person to receive warrants or checks which have been payable to me had I survived, pursuant to Government Code Section 53245.

Name of Designated Person: _____

Address: _____

Relationship: _____

Telephone Number: _____

The persons so named shall receive any warrants or checks payable to me upon my death notwithstanding any other provisions of law.

This designation hereby revokes and stands in place of any and all other previous designations.

Dated: _____

Signature: _____

Print Name: _____

I do not wish to designate any person to receive warrants pursuant to Government Code Section 53245.

Dated: _____

Signature: _____

Print Name: _____