

**Travis Unified School District**

**DESIGNATION OF PERSON TO RECEIVE  
PAYROLL CHECKS UPON DEATH OF EMPLOYEE**

The final remuneration upon the death of an employee of the Travis Unified School District must be issued to "The Estate of (name of employee)," if no predetermined authorization is filed. Government Code Section 53245 permits employees to file a document designating another person to receive any checks or warrants due them in the event of their death.

The salary warrant will be made payable to the deceased employee and not to the designee. The designee *may*, however, cash the warrant by endorsing it with the name of the employee. Verification with individual banking institutions is recommended.

If you are interested in placing a document on file, please complete the form below and return it to the Human Resources Department.

---

I understand that as an employee of the Travis Unified School District, I may designate a person who will be entitled to receive and to cash all warrants or checks that are due me in the event of my death. **The person I designate is:**

DESIGNEE'S NAME (please print) \_\_\_\_\_

DESIGNEE'S ADDRESS \_\_\_\_\_

RELATIONSHIP (Optional) \_\_\_\_\_

I understand that I may revoke or change this designation at any time, and that this designation may have an effect upon the disposition of my assets under any will that I may have or under general law if I die without a will, and I should obtain independent legal counsel if I want more information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date