

Designation of Person to Receive Warrant/ Checks Upon Death of Employee

347.1 PURPOSE AND SCOPE

To set forth the policy with respect to designation of person to receive warrants or checks upon death of employee. This policy applies to all employees.

347.2 AUTHORITY AND REFERENCES

- California Government Code § 53245

347.3 POLICY

County employees may file a Designation of Person to Receive Warrants or Checks Upon Death of Employee.

347.4 INSTRUCTION AND COMMENT

- (a) Pursuant to Section 53245 of the California Government Code, 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 to that 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.
- (b) If you wish to avail yourself of the provision of California Government Code Section 53245, complete the attached "Designation of Person to Receive Warrants or Checks" form and forward to the County Personnel Department.
- (c) The above designation will not apply to any warrants or checks payable by the State of California for death benefits due as a result of membership in the Public Employees Retirement System (PERS). PERS pays directly to the named beneficiary in accordance with the membership form on file.

Date(s) Reviewed: 04/06/2021

Date(s) Revised:04/06/2021

Created: 11/09/1988

Attachments:

1. [Designation of Person to Receive Warrant or Checks Form](#)