

## SAM - DISBURSEMENTS

### RELEASE OF WARRANTS TO DESIGNEE

8477.25

(Renumbered from 8429.35 12/1989)

Upon the death of an employee for which the agency has on file an unrevoked Designation of Person Authorized to Receive Warrants, [Std. 243](#), the agency immediately will:

1. Initiate a "stop request" with the State Controller's Audit Division (SAM Section 8422.6) for any requested warrants payable to the deceased employee that otherwise the State Controller would mail directly to the employee, and request that these warrants be delivered to the agency.
2. Initiate reasonable efforts to contact the designee in order to deliver the warrants due the deceased employee to the designee.

Warrants will be released to a designee only if an unrevoked designation, Std. Form 243, is on file in the agency and only in accordance with the designation. Agencies will not release warrants to a purported designee on the basis of a Std. Form 243 presented by the designee which the agency does not have in its official files.

Warrants due a deceased employee can be released only to a designee or claimant who is 18 years of age or over.

Warrants requested from the State Controller for amounts due a deceased employee which are to be released to a designee will name the deceased employee as payee. Amounts owed an employee who would have been paid, or for whom pay checks already are prepared, from the agency revolving fund must be claimed from the State Controller and paid by the State Controller's warrants.

Agencies, under circumstances prescribed herein, may release warrants payable to a deceased employee:

1. To the designee if the designee is located within 60 days following the death of the employee and if no other claim or request for delivery of these warrants is made orally or in writing to the agency.
2. To a proper claimant under the provisions of the Probate Code (SAM Section 8477.32) if the agency is not able to locate the individual designated by the employee within 60 days following the death of the employee or if the employee did not designate an individual to receive the warrants.

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(Continued)

### RELEASE OF WARRANTS TO DESIGNEE

8477.25 (Cont. 1)

(Renumbered from 8429.35 12/1989)

3. To the designee or another claimant if the individual designated by the deceased employee to receive the employee's warrants is located within the required 60-day period but another individual orally or in writing also has requested the warrants under the provisions of the Probate Code (SAM Section 8477.32) provided either the designee or the other claimant agrees to this release of the warrants to the other individual by signing the following statement:

#### CONSENT AND WAIVER

I hereby consent to the delivery of California State Controller's Warrant(s) numbered \_\_\_\_\_ to (Recipient) , and I hereby waive and release any and all of my right, title, and interest in and to said warrants.

(Signature)

Date

(Witness)

(Address)

This signed statement will be retained by the State agency and filed in the deceased employee's personnel folder. Under all other circumstances, warrants due a deceased employee will be released only upon receipt of instructions from the agency's attorney or the Office of the Attorney General.

Warrants of a deceased employee will be released to the designee only upon receipt by the agency of a completed Request for Delivery of Warrants of a Deceased Employee. (See [8477.25 Illustration](#).) This form is not available from Materials Services, Office of Procurement, Department of General Services, and will be typewritten by the agency as needed. If the request will be signed in person by the designee at the agency's office, the request will be typewritten in duplicate by the agency as illustrated in 8477.25 Illustration. If the request will not be signed in person by the designee at the agency's office, the request will be typewritten by the agency as illustrated except that the following notary public's acknowledgment will be typed on the form in lieu of the "DESCRIPTION OF IDENTIFICATION OF DESIGNEE" section of the form:

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(Continued)

**RELEASE OF WARRANTS TO DESIGNEE**

**8477.25 (Cont. 2)**

(Renumbered from 8429.35 12/1989)

NOTARY PUBLIC'S ACKNOWLEDGMENT

State of \_\_\_\_\_ )

County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he (she) executed the same. In witness whereof, I have hereunto set my hand and affixed my official seal the day and year last above written.

\_\_\_\_\_  
County (NOTARIAL SEAL) of \_\_\_\_\_, State of \_\_\_\_\_  
Notary Public in and for the (City and)

All spaces provided on the Request for Delivery of Warrants of Deceased Employee form must be completed. The original completed and signed copy of the form will be retained by the agency in the deceased employee's personnel file as the agency's record of and authority for release of the warrants. The duplicate copy of the form may be given to the designee.

Upon the release of warrants to the designee, the agency will note on the request for delivery of warrants form the dates, numbers, and amounts of the warrants released.

# SAM - DISBURSEMENTS

## STATE ADMINISTRATIVE MANUAL DISBURSEMENTS

State of California

REQUEST FOR DELIVERY OF WARRANTS OF A DECEASED EMPLOYEE

Name of Deceased Employee	Employee Number
Division and Department	Location of Employment
Home Address	

  

Name of Designee	Relationship	Designation (Form 243) Dated
Street Address	City and State	

(State Department and Address)

TO:

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Pursuant to the provisions of Section 12479 of the Government Code of California, I, the undersigned, hereby request that any State of California warrants payable to the above-named deceased employee be delivered to me. I state the following facts in connection with this request:

THAT said employee died on or about \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_  
(location)

\_\_\_\_\_

THAT I am the designee named above and designated in the designation Form 243 as above set forth, to receive such warrants.

THAT I am an adult.

I certify under the penalty of perjury that the foregoing is true and correct.

Executed at \_\_\_\_\_, California, this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

\_\_\_\_\_  
Signature of Designee

\_\_\_\_\_  
Present Address

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DESCRIPTION OF IDENTIFICATION OF DESIGNEE

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