# Final Paycheck Beneficiary Form

📍 611 Walker, 4th Floor, TX 77002  I  📞 832-393-6000

**Submit completed form via DocuSign for Election A & B. For Election C, spouse's signature and notarization is required. Submit completed form to the Secure Document Portal at bit.ly/COHBenefitsForm**

**Final paycheck** - If my separation of employment with City of Houston is by reason of my death, I affirm the beneficiary designated herein on this form, to receive my final paycheck, which I would have otherwise received, payable based on my employment.  Pay includes, but is not limited to wages, value of unused vacation accruals, value of compensable (CLS) sick leave hours, value of modified sick plan (MSP) leave hours, and paid time off (PTO) hours, if any supported by City ordinances, policies, procedures, and/or recognized labor union agreements in effect at the time of my death and payable through the City of Houston payroll system. Pay does not include any payments, resulting from my participation in City-sponsored programs or plans, payable from external sources.

**Naming the beneficiary** – It is important that your beneficiary designation be clear so that there will be no question as to your intent.  It is also important that you name a primary and a contingent beneficiary. When naming your beneficiary(ies), please indicate their full name, date of birth, social security number, relationship, and if a minor, the age of that minor.  If you need assistance, contact your Human Resources Benefits Division or your legal counsel. This Final Paycheck Beneficiary Form is effective the date on which Human Resources Benefits Division receives it.

☐ **Election**     ☐ **Change**

| Employee Name | Employee ID | Last 4 digits of SSN | Work Phone | Department |
|---|---|---|---|---|
| | | | | |

| Address | City | State | Zip |
|---|---|---|---|
| | | | |

**Beneficiary Election:** Select one

☐ Election A: Single Participant (No notary required)

I am single, widowed, or divorced and designate the individual(s), named on this form, to receive my final paycheck.  I understand if I marry, this designation is void the date of my marriage.  My spouse will be the assumed beneficiary until I properly execute another Final Paycheck Beneficiary Form. **Note:** If changing your beneficiary due to a legal separation or divorce, you must attach a copy of the issued court decree.

☐ Election B: Married with Spouse as Sole Beneficiary (No notary required)

I am married and designate my spouse, named on this form, to receive my final paycheck. **Note:** Spouse's signature is not required.

☐ Election C: Married with Spouse not as Sole Primary Beneficiary (Notary required)

I am married and designate the individual(s), named on this form, to receive my final paycheck.  **Note:** For Election C your spouse must sign the consent below.

**Primary Beneficiary:** Complete for all applicable.

| Name | Date of Birth | Social Security No. | Relationship | Contact Number | % to Each |
|---|---|---|---|---|---|
| | | | | | % |
| | | | | | % |
| | | | | | % |

**Contingent Beneficiary:** Complete for all applicable.

| | | | | | |
|---|---|---|---|---|---|
| | | | | | % |
| | | | | | % |
| | | | | | % |

The percentage(s) must total 100 percent. If percentage is not listed, the final paycheck will be divided equally among the primary or contingent beneficiaries as applicable.

Employee Signature_____ Contact Phone_____ Date_____

**Complete this section for Election C only:**

Spouse's Name (Print)_____     Spouse's Signature_____

THE STATE OF TEXAS                          §
                                            §
COUNTY OF_____     §

BEFORE ME, the undersigned authority, on this day 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 for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND and seal of office this_____day of_____20_____A.D.

(SEAL)                                          Notary Public Signature

Revised October 26, 2021 5:17 PM