



State of Oklahoma
Office of Management &
Enterprise Services
Human Resources Department

Outstanding Wages
Beneficiary Designation

The Office of Management and Enterprise Services (OMES) offers its employees the option of designating a beneficiary to receive the employee's final check in the event of an employee's death while an employee of the OMES.

If you elect to name a beneficiary, you must complete the section below, and submit to the Human Resources department. If you need to change your beneficiary, you must complete a new Outstanding Wages Beneficiary Designation Form and submit to the Human Resources department. For example, if you name your spouse and are later divorced, you may want to complete a new form.

Primary Beneficiary: Receives priority distribution upon the employee's death.

Contingent Beneficiary: Receives distribution only if the primary beneficiary(ies) are deceased at the time of the employee's death.

If an employee does not elect to name a beneficiary, OMES's payroll office will issue the employee's final paycheck, including any pay for unused annual/vacation leave, in accordance with Title 40, O.S., Section 165.3a, Payment of wages to surviving spouse and children. Please be advised that if your final check is processed without the naming of a beneficiary, your surviving spouse, or if there is no surviving spouse, your dependent children, or their guardians or the conservators of their estates, will receive in equal shares a total up to the maximum \$3,000 allowed by law. Any remaining payment would go into the estate and go through probate. Please be advised that access to the funds processed to an estate may be delayed due to the probate process.

Office of Management and Enterprise Services
Outstanding Wages Beneficiary Designation Form

Employee's Name: _____ Employee ID: _____

Primary Beneficiary:			
Full Name: _____		DOB: (mm/dd/yyyy): _____	
Social Security Number: _____			
Relationship: _____			
Address: _____			
Street		City	State Zip Code

Please see next page for additional beneficiaries and REQUIRED SIGNATURE.

