

**DESIGNATION OF BENEFICIARIES
TO RECEIVE UNUSED LEAVE ACCRUALS AND ADJUSTED UNPAID EARNED WAGES**

INSTRUCTIONS: TYPE OR USE BALL POINT PEN. SIGN AND DATE AND RETURN TO YOUR HUMAN RESOURCES DEPARTMENT.

CHECK ONE: ORIGINAL DESIGNATION CHANGE IN DESIGNATION

EMPLOYEE NAME (Last, First, Middle)

SOCIAL SECURITY NO.

DATE OF BIRTH

MARITAL STATUS

DESIGNATION OF BENEFICIARIES – COMPLETE 1, 2, OR 3 below:

1. I CHOOSE TO HAVE BENEFITS PAID IN ACCORDANCE WITH 121.091(8) F.S., AS FOLLOWS:
If you die and you have not designated a beneficiary, Section 121.091(8), Florida Statutes, will cause unused benefits from your leave account(s) and adjusted unpaid earned wages that you may be entitled, to be paid as follows: 1st to your spouse; 2nd to your living children (equally), 3rd to your parents (equally) and 4th to the legal representative of your estate. If you do not want the unused leave benefits and adjusted unpaid earned wages that you may be entitled paid in this manner in the event of your death, complete either Section 2 or 3.

2. SEQUENTIALLY: (In order named) – DO NOT LIST A BENEFICIARY HERE IF ABOVE SECTION IS COMPLETED. BENEFITS WILL BE PAID TO THE FIRST NAMED BENEFICIARY

	Beneficiary Name	Relationship	Date of Birth	Sex
Primary:				
First Contingent:				
Second Contingent:				

3. JOINTLY – BENEFITS SHALL BE DIVIDED AND PAYABLE AS INDICATED BELOW
(Percentages should total 100%)

	Beneficiary Name	Relationship	Date of Birth	Sex	Percent Allocation
Primary:					
First Contingent:					
Second Contingent:					

IF THE ABOVE DOES NOT MEET YOUR NEEDS, ATTACH A SIGNED AND DATED LISTING OF YOUR DESIGNATED BENEFICIARIES. IN THE EVENT OF THE DEATH OF ANY BENEFICIARY LISTED IN ITEM 3 (JOINTLY) THAT BENEFIT WILL BE DIVIDED EQUALLY AMONG THE REMAINING SURVIVORS.

EMPLOYEE’S SIGNATURE

DATE

PERSONNEL ACTION INSTRUCTIONS: Completing CS Form 4 Designation of Beneficiary.

OVERVIEW:

In compliance with F.S. 121.091 (8); the Designation of Beneficiary – CS Form 4, is completed as part of onboarding process and submitted for each Hillsborough County New Hire or Rehire. It may also need to be updated from time to time when the employee chooses to change the designated beneficiary.

INSTRUCTIONS:

- 1) Have employee complete the form as part of the Onboarding Processing upon Hire.
- 2) Ensure form is completed appropriately.
- 3) After employee has completed the form, incorporate it into the remaining Hire paperwork. Add the additional documents required for the Hire action and send with personnel action to the Civil Service office-PA section.
- 4) If the form is being changed by the employee, please ensure that the form is completed appropriately and send it into the CS PA section to ensure that it is a part of the employee's personnel record.