

**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**

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: 1<sup>st</sup> to your spouse; 2<sup>nd</sup> to your living children (equally), 3<sup>rd</sup> to your parents (equally) and 4<sup>th</sup> 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**

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

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

Primary Beneficiary	Relationship	Date of Birth	Sex	%
First Contingent Beneficiary	Relationship	Date of Birth	Sex	%
Second Contingent Beneficiary	Relationship	Date of Birth	Sex	%

**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**