

State of Michigan  
Civil Service Commission  
**FINAL COMPENSATION BENEFICIARY DESIGNATION**

<b>Employee Name: (Last, First, Middle)</b>	<b>Employee I.D. No.</b>	<b>Social Security Number</b>	<b>Employing Agency</b>
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**Instructions:** You may choose only one primary and one secondary beneficiary. However, if your children are to be your beneficiaries, you may designate more than one of your children. All surviving children listed as beneficiaries will share equally.

<b>PRIMARY BENEFICIARY:</b>				
Name of Beneficiary	Social Security Number	Relationship	Address of Beneficiary	Birth Date

<b>SECONDARY BENEFICIARY:</b>				
Name of Beneficiary	Social Security Number	Relationship	Address of Beneficiary	Birth Date

Certification: I instruct my employing state agency, in the event of my death, to pay all compensation due me to my primary beneficiary subject to the civil service rules and provisions on the second page of this form. If my primary beneficiary is not living to accept payment, my secondary beneficiary will be paid. My estate shall receive payment if neither a primary nor secondary beneficiary is living to accept payment.

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<b>Employee's Signature</b>	<b>Date</b>
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Federal privacy laws and state confidentiality requirements protect a portion of this information.

Distribution: Original to Human Resources  
Copy to Employee

## **SECTION 5-3.6 OF THE CIVIL SERVICE COMMISSION RULES**

**Payment at Death of an Employee:** The appointing authority shall pay the final wages due a deceased employee in accordance with a primary and secondary beneficiary designation filed by the employee under regulations issued by the state personnel director. Absent a valid beneficiary designation, payment is only made in accordance with the instructions of a court.

### **CIVIL SERVICE PROCEDURES FOR DESIGNATION OF BENEFICIARY**

This is the only form on which a beneficiary designation or change of designation may be made. The provisions here and on the first page of this form are the procedures issued by the state personnel director under rule 5-3.6. Designating a beneficiary is not mandatory, but it is recommended. An employee may select a primary beneficiary and a secondary beneficiary (to whom compensation is paid in the event of death or divorce of the primary beneficiary). If an employee fails to designate a beneficiary, the employing agency will hold warrants for compensation due to death until the administrator or executor of the estate files with that agency a certified copy of the court order of appointment.

Monies payable to the beneficiary include, but may not be limited to, earned compensation, payment for leave balances due, longevity pay, and reimbursed expenses.

### **CANCELLATION**

An employee may only change a beneficiary designation by filing a new CS-140 with a new beneficiary designation or with the word "none" shown. Separation from state service or transfer to another principal agency voids the entire beneficiary designation form (CS-140) on file. An employee who separates on an approved early retirement must complete a new CS-140 to be kept on file with the Office of Retirement Services for payment of any remaining leave balances. Divorce from a designated spouse beneficiary or death of a named beneficiary voids the designation of that person but does not void other designated beneficiaries on the same CS-140. If an employee chooses to designate an ex-spouse as beneficiary, they must complete a new CS-140 indicating the revised status of the relationship.

### **INSTRUCTIONS TO PERSONNEL OFFICES**

If an employee dies, the HR office will deliver a Final Compensation Beneficiary Affidavit (Form CS-140a) to any named beneficiaries. The CS-140a must be completed and returned to the employing agency, along with a copy of the beneficiary's social security card, before any voucher for final compensation can be disbursed. If a social security card is not available, copies of other identification such as a driver's license or birth certificate must be submitted.

If compensation is being divided equally among the deceased employee's surviving children, each must complete a separate CS-140a and submit it to the HR Office along with a copy of their social security card or other appropriate identification, such as a driver's license or birth certificate.

Before any voucher for payment due a deceased employee is made to a designated beneficiary, the agency must receive identification showing that the beneficiary is the person named.

If there is any question as to the identity or relationship of the person claiming to be a beneficiary, the appointing authority or designated representative may make whatever investigation is necessary to ensure that payment is made to the proper person.

If the beneficiary is a minor without a guardian or conservator and the disbursement is over \$50,000, payment may only be made if authorized by a court. If the beneficiary is a person with a legally appointed guardian or conservator, the warrant is delivered to the guardian or conservator upon presentation of a certified copy of the court order of appointment and proof of identification.

If the beneficiary is a minor with a surviving parent and the disbursement to the beneficiary is less than \$50,000, the warrant may be made out to "[Parent's Name], as custodian for [minor's name], under the Michigan uniform transfer to minors act" after the parent provides a copy of the child's birth certificate with the parent's name on it and proof of identification.