



## Designation of Beneficiary for Unpaid Compensation

Upon the death of a University of Memphis employee who was in active pay status at the time of death, the University of Memphis will pay unpaid compensation, which may include annual leave, sick leave, and/or earnings, due at the time of death. This form may be used to designate such a beneficiary. If a beneficiary is not designated, all money becomes payable to the estate of the deceased employee.

---

### Employee Information:

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Banner ID ("U Number")

---

**Beneficiary Designation:** In the event of my death while actively employed by the University of Memphis, please pay to the following person or institution any unpaid compensation due at the time of my death.

### Primary Beneficiary:

\_\_\_\_\_  
Last Name                      First Name                      MI                      Birth date                      Gender                      Relationship

\_\_\_\_\_  
Address including street, city, state, and zip code

\_\_\_\_\_  
Telephone Number

**Secondary Beneficiary:** Should the primary beneficiary shown above be deceased at the time of my death, please pay any unpaid compensation to the following person:

\_\_\_\_\_  
Last Name                      First Name                      MI                      Birth date                      Gender                      Relationship

\_\_\_\_\_  
Address including street, city, state, and zip code

\_\_\_\_\_  
Telephone Number

---

I hereby revoke any previous beneficiary designations for unpaid compensation:

\_\_\_\_\_  
Employee Signature (\*\*MUST SIGN IN FRONT OF AN HR ASSOCIATE\*\*)

\_\_\_\_\_  
Date