



**WARRANT RECIPIENT DESIGNATION**

**NOTICE TO EMPLOYEE:** Legal restrictions prohibit the District from releasing checks or warrants to another person in case of an employee's death unless a designation has been made in accordance with Government Code 53245.<sup>1</sup>

You may elect to designate a warrant recipient by completing this form, so that the designated person may immediately receive paychecks, or other monies, which may be owed to you. Please complete only the bottom portion if you do not wish to designate a warrant recipient at this time.

I, \_\_\_\_\_, am an employee of the Conejo Valley Unified School District. Pursuant to the provisions of Government Code, Section 53245, in the event of death, I hereby designate the person named below as the one entitled to receive any and all warrants or checks which would have been payable to me by the District had I survived. This designation hereby revokes and stands in place of any and all other previous designations.

It is expressly understood and agreed that the Conejo Valley Unified School District is not obligated to deliver said warrant(s) to the person designated above unless the designated person, within two years after the date of said warrant(s) claims such warrant (s) from the Conejo Valley Unified School District and provides sufficient proof of identity.

DESIGNATED PERSON'S LEGAL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City State Zip

RELATIONSHIP: \_\_\_\_\_ CONTACT #: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature Date

\*\*\*\*\*PLEASE COMPLETE BELOW IF NOT DESIGNATING A WARRANT RECIPIENT\*\*\*\*\*

I, \_\_\_\_\_, do not wish to designate any person to receive warrants pursuant to Government Code Section 53245.

\_\_\_\_\_  
Signature Date

**REFERENCE: GOVERNMENT CODE – STATE OF CALIFORNIA**

**§ 53245.** Any person now or hereafter employed by a county, city, municipal corporation, district, or other public agency may file with his appointing power a designation of a person who, notwithstanding any other provision of law, shall, on the death of the employee, be entitled to receive all warrants or checks that would have been payable to the decedent had he survived. The employee may change the designation from time to time. A person so designated shall claim such warrants or checks from the appointing power. On sufficient proof of identity, the appointing power shall deliver the warrants or checks to the claimant. A person who receives a warrant or check pursuant to this section is entitled to negotiate it as if he were the payee.