



# NORTHEAST STATE

*We're here to get you there*

## DESIGNATION OF BENEFICIARY

I, \_\_\_\_\_, do hereby designate  
(Employee Name)

\_\_\_\_\_ as the beneficiary to any unpaid and accrued annual leave  
(Beneficiary Name) (Relationship)

I, \_\_\_\_\_, do hereby designate  
(Employee Name)

\_\_\_\_\_ as the beneficiary to any unpaid and accrued sick leave.  
(Beneficiary Name) (Relationship)

I, \_\_\_\_\_, do hereby designate  
(Employee Name)

\_\_\_\_\_ as the beneficiary to any unpaid wages.  
(Beneficiary Name) (Relationship)

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

\_\_\_\_\_  
Date

NOTARY PUBLIC  
STATE OF TENNESSEE COUNTY OF \_\_\_\_\_

\_\_\_\_\_ personally appeared before me on this the  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Expires