



# Department of Human Resources Emergency Contact Information

New       Change       Other \_\_\_\_\_

## Employee Information

<b>Name:</b>	
Telephone: (    )	Emp #:

## Emergency Contacts Information

<b>Contact 1</b>	<b>Name:</b>	<b>Relationship:</b>
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Telephone: (    )</b>	<b>Telephone: (    )</b>	
<b>Contact 2</b>	<b>Name:</b>	<b>Relationship</b>
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Telephone: (    )</b>	<b>Telephone: (    )</b>	
<b>Doctor</b>	<b>Name:</b>	<b>Telephone: (    )</b>

## Designation of Final Paycheck (in accordance with Government Code §53245\*)

In the event of my death, please release my final paycheck to:		
<input type="checkbox"/> Emergency Contact 1 Above	<input type="checkbox"/> Emergency Contact 2 Above	<input type="checkbox"/> Contact Below
<b>Name:</b>	<b>Relationship:</b>	
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Telephone: (    )</b>	<b>Telephone: (    )</b>	

\*Government Code §53245 ...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.

## Employee Signature

<b>Signature:</b>	<b>Date:</b>
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