

SAMPLE LETTER TO BENEFICIARIES

Mrs. Jane Doe
123 S Center Street
Lander, WY 82000

Dear Mrs. Doe:

We were saddened to hear the news of the death of your husband, John Doe. We realize this is a difficult time for you and your family, and it is our wish to help you expedite the settlement of the outstanding paycheck due Mr. Doe's beneficiaries.

As you surely understand, there are specific procedures we must follow in order to make final payment of Mr. Doe's wages. We have included herewith an affidavit, which, under certain circumstances, needs to be completed and returned to our office in order for us to process payment. This affidavit should be completed only if Mr. Doe's estate will not be probated in a court of law, and the value of the entire estate, less liens and encumbrances, does not exceed \$200,000.

If the estate is not probated and is less than \$200,000, an affidavit should be filled out and signed for each beneficiary no sooner than 30 days after the date of death. The affidavit(s) then needs to be notarized and returned to our office. Please be sure to provide the Social Security Number and address of each beneficiary on the affidavit(s), as we must have these for tax purposes. Also please indicate on the affidavit the relationship of the beneficiary to the decedent, and the percentage of payment due to each beneficiary, i.e., a sole beneficiary would be entitled to 100%, while two beneficiaries might receive 50% each. We will then request the State Auditor's Office to process a warrant and mail this to you as soon as possible.

If Mr. Doe's estate does exceed \$200,000, or is probated, please do not complete and return this affidavit; the court or your personal representative must provide us with distribution instructions. To avoid delay of payment, distribution instructions should include the Social Security Numbers and addresses of all beneficiaries or the Tax ID number and address of the Estate of Mr. Doe. Upon receipt of these orders, we will process the final payment.

We are aware that the procedures necessary to follow after a person's death may be cumbersome and complex. Please feel free to call our office if you have any questions or concerns.

Sincerely,