

Final Payroll Settlement for Beneficiary Distribution

**DECEASED EMPLOYEE INFORMATION**

EMPLOYEE NAME

EMPLOYEE ID

SOCIAL SECURITY NUMBER

DEPARTMENT

DATE OF DEATH

FINAL PAY PERIOD DATES

**BENEFICIARY / ESTATE REPRESENTATIVE INFORMATION**

RECIPIENT NAME (BENEFICIARY OR ESTATE)

RELATIONSHIP TO DECEASED / AUTHORITY

TAXPAYER IDENTIFICATION NUMBER (SSN / EIN)

MAILING ADDRESS

**FINAL EARNINGS BREAKDOWN**

EARNINGS CATEGORY	HOURS/UNITS	RATE	TOTAL AMOUNT
Regular Wages / Salary (Unpaid)			
Accrued Vacation / Paid Time Off (PTO)			
Sick Leave (if payout applicable)			
Bonuses / Commissions / Incentives			
Other:			
<b>Gross Settlement Earnings</b>			

**DEDUCTIONS & STATUTORY WITHHOLDINGS**

DEDUCTION DESCRIPTION	TAX TREATMENT REFERENCE	AMOUNT
Federal Income Tax (FIT)	Exempt (Year of Death Payment)	
Social Security Tax (FICA)	Applicable (Subject to annual limits)	
Medicare Tax	Applicable	
State / Local Income Tax	Subject to state regulation	

DEDUCTION DESCRIPTION	TAX TREATMENT REFERENCE	AMOUNT
Benefit Deductions (Adjusted)	Pre-tax/ Post-tax as applicable	
Other:		
<b>Total Deductions &amp; Taxes</b>		

### SETTLEMENT SUMMARY

<b>Gross Settlement Earnings</b>	
<b>Less: Total Deductions &amp; Taxes</b>	
<b>Net Distribution Amount (Payable to Beneficiary/Estate)</b>	

### AUTHORIZATION & ACKNOWLEDGEMENT

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AUTHORIZED PAYROLL OFFICER SIGNATURE

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DATE

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BENEFICIARY / REPRESENTATIVE SIGNATURE

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DATE

**Important Tax Reporting Information:** Wages paid after the date of death of an employee are subject to specific IRS regulations. Amounts paid in the calendar year of death are generally exempt from Federal Income Tax withholding but subject to Social Security and Medicare taxes. Such payments are reported on Form 1099-MISC (Box 3, Other Income) issued to the beneficiary or estate, while the Social Security and Medicare wages and taxes withheld are reported on the deceased employee's Form W-2. If payment is made in the calendar year following the year of death, the entire amount is exempt from all payroll tax withholdings and reported solely on Form 1099-MISC to the beneficiary or estate.