

# FINAL PAYROLL SETTLEMENT & BENEFICIARY PAYOUT

Deceased Employee Accounts Resolution

Company Name:

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FEIN:

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Settlement Date:

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Payroll Run ID:

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## DECEASED EMPLOYEE INFORMATION

Employee Full Name:

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Employee ID:

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Social Security Number:

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Date of Death:

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Final Date of Service:

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Department / Division:

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## BENEFICIARY / RECIPIENT INFORMATION

Recipient Name:

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Relationship to Deceased:

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Taxpayer ID (SSN/EIN):

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Mailing Address:

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Phone Number:

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Distribution Method:

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## FINAL SETTLEMENT CALCULATIONS

Earnings & Compensation Items	Gross Amount
Unpaid Regular Wages (up to date of death)	

<b>Earnings &amp; Compensation Items</b>	<b>Gross Amount</b>
Accrued PTO / Vacation Hours Pay	
Accrued Sick Leave Pay (if applicable)	
Unpaid Commissions / Bonuses Earned	
Severance or Special Death Benefit Pay	
Other:	
<b>Total Gross Earnings (A)</b>	

<b>Deductions / Tax Withholdings</b>	<b>Amount</b>
Social Security Taxes (FICA) *if applicable	
Medicare Taxes *if applicable	
Federal Income Tax (Withholding) *if applicable	
State / Local Income Tax *if applicable	
Benefit Adjustments / Outstanding Advances	
<b>Total Deductions (B)</b>	

<b>NET SETTLEMENT PAYOUT (A - B)</b>	
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**TAX REPORTING INFORMATION**

**Form W-2 Reporting Amount:**  
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**Form 1099-MISC (Box 3) Amount:**  
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**Authorized HR / Payroll Representative Signature**

**Date:**  
 \_\_\_\_\_

**Beneficiary / Estate Representative Signature**

**Date:**  
 \_\_\_\_\_

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**Important Tax Note:** Payments made after the date of death of an employee are subject to specific IRS regulations. Wages paid in the calendar year of death are generally subject to Social Security and Medicare taxes, but exempt from Federal Income Tax withholding. These wages are reported differently depending on whether the payout occurs in the year of death or a subsequent year. Consult with a qualified legal or tax advisor to ensure compliance.