



University of Alaska Estate Disbursal

MAU/Major Administrative Unit (circle one)				TKL
UAA	UAF	UAS	SW	
Last Name		First	MI	
ID Number				

Instructions: All required documents must be attached prior to forwarding this form to the Tax Associate at SWOHR.
Please do not staple attached documents to form, use paper clip.

Date of Death: _____

Payroll: Attach copy of Pull Log to form after processing final paycheck as per Deceased employee termination procedure.
Forward form to appropriate department for completion.

Pull Log attached

Required Legal Documentation:

Death Certificate attached

and one of the following: Copy of Will (notarized/certified)

Declaration as Heir (notarized)

Court order appointing Executor/Custodian (notarized/stamped)

Primary contact: _____ Primary contact phone: _____

SWOHR use only

Disposition

Make check payable to: _____

For Estate of: _____ Emp Id: _____

Address: _____

Distribution of check:

Certified Mail Number: _____ Date: _____

Other: _____

Documentation is authorized for payment and release:

Manager Statewide Date

Check released by Date