



Procedure: Payroll Warrant Processing for Deceased Employees:

- When the recipient of a payroll check dies while the warrant is still negotiable:
 - The District should notify DBAS to hold the warrant and cancel payment of this warrant at the bank.
 - DBAS will transfer the net amount of the payroll warrant via TF to the district upon cancellation at the bank.
 - The District should issue a replacement warrant to the beneficiary to avoid any inconvenience to the family.
- If a warrant has stale dated and the payee is no longer alive:
 - DBAS will issue the net warrant back to the District via TF for the stale dated warrant
 - The District should issue a replacement warrant to the successor.

Reference:

Per California Probate Code section 13100 (used by all COEs), if 40 days have elapsed since the death of a person, their successor may collect any item of property that is money due the decedent as long it is valued at less than \$100,000. This can be done without any letters of administration or probate of the will.