



CIVIL SERVICE PENSIONS

NOMINATION/AMENDMENT OF DEATH BENEFIT

Please complete this form in black ink and in CAPITAL LETTERS, and send it to your pensions administrator.

Your name	<input type="text"/>	Your employer	<input type="text"/>
Address	<input type="text"/>	Pay reference	<input type="text"/>
Postcode	<input type="text"/>		
Telephone no	<input type="text"/>		

YOUR NOMINATION FOR DEATH BENEFIT

I would like the person listed below to receive any lump sum benefit which may be payable when I die under the rules of the Civil Service pension scheme. I understand that if I fill this form in, it will replace any form I have filled in earlier.

Person I want to name and relationship (see note 1)	Their address (including postcode)

Your signature	<input type="text"/>	Date	<input type="text"/>
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Full name of witness (not someone you want to name)	<input type="text"/>	Witness's home address <input type="text"/>
Witness's signature	<input type="text"/>	
Date	<input type="text"/>	

Notes

1. You do not have to give the person's relationship to you, but it can help our administrators deal sensitively with matters after you die.

IMPORTANT NOTES

- 1 Your pensions administrator will send you a copy of your form as confirmation of the update,
- 2 Your nomination is not binding on the pension scheme. If, for some reason, the scheme does not pay benefits to someone you have named, we will pay the benefits to your personal representatives (the people who sort out your financial position after your death).
- 3 You should:
 - consider changing your death benefit nomination if your personal circumstances change.
 - tell your pensions administrator if the nomination is for your husband or wife and your marriage comes to an end
- 4 An individual nomination will not be valid, if, at the time of your death:
 - a nominee was your husband or wife at the time you made your nomination and your marriage has since ended;
 - a nominee has died; or
 - a nominee was convicted of your murder or manslaughter.
- 5 The pension scheme must pay death benefits within two years of your death. If we are unable to track down anyone you have named, or if there is no valid nomination, we will pay any death benefit to your personal representatives.
- 6 If you get divorced, the court may order that all or part of any death benefit is paid to your former husband or wife. If this happens, your nomination will apply to the rest of the death benefit only.

FOR ADMINISTRATOR USE

We have recorded this nomination and cancelled any previous nomination

Signed

Date

Name

Telephone

Office Address