

## CIVIL SERVICE PENSIONS

### NOMINATION/REVOCAION OF DEATH BENEFIT FOR CLASSIC PLUS, NUVOS, PARTNERSHIP AND PREMIUM MEMBERS

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

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

#### YOUR NOMINATION FOR DEATH BENEFIT

I would like the person or people 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.

<b>Person or people I want to name and relationship (see note 1)</b>	<b>Their address (or addresses)</b>	<b>Proportion (see note 2)</b>

**Your signature**

**Date**

**Full name of witness**

(not someone you want to name)

**Witness's home address**

**Witness's signature**

**Date**

#### 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.
2. If you do not give a proportion (either as a percentage or a fraction), we will divide the death benefit equally between the people you have named.

## IMPORTANT NOTES

1. You can nominate as many people as you like or, alternatively, one organisation.
2. Your pensions administrator will send you a copy of your form as confirmation of the update.
3. If you are completing this death nomination in favour of your partner and want them to receive your pension benefits when you die, you must also complete a 'Partner Declaration Form'.
4. 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).
5. You should:
  - consider changing your death benefit nomination if your personal circumstances change
  - tell your pensions administrator if the nomination is for your husband, wife or civil partner and your marriage or civil partnership comes to an end
6. An individual nomination will not be valid, if, at the time of your death:
  - a nominee was your husband, wife or civil partner at the time you made your nomination and your marriage or civil partnership has since ended;
  - a nominee has died; or
  - a nominee was convicted of your murder or manslaughter.
7. 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.
8. If you get divorced or your civil partnership is dissolved, the court may order that all or part of any death benefit is paid to your former husband, wife or civil partner. 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