

## Death Benefit Nomination Form - classic plus, premium, nuvos and partnership members

Please complete this form in black ink and in BLOCK LETTERS and send it to MyCSP. You can find MyCSP address and contact details on the Civil Service Pension Scheme web site - [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk)

Former members should send this form to MyCSP, PO Box 2017, Liverpool, L69 2BU

Your name: \_\_\_\_\_

Your address and post code: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

\_\_\_\_\_

### Current members

Your employer: \_\_\_\_\_

National Insurance number: \_\_\_\_\_

\_\_\_\_\_

### Former members

CSP reference number: \_\_\_\_\_

National Insurance number: \_\_\_\_\_

\_\_\_\_\_

## 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.

Person or people I want to name and relationship (see note 1)	Their address (or addresses) and postcode	Proportion (see note 2)

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Witness (must not be the nominee shown above)

Full name of witness: \_\_\_\_\_

Witness home address: \_\_\_\_\_

Witness 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. MyCSP will send you a confirmation letter when your death benefit nomination details have been updated.
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'. You will find this on the Civil Service Pension Scheme website – [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk)
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 MyCSP 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.