



This is a **POSTAL ONLY** form. If you'd like to complete this form online, you can do so via the Knowledge Centre at [www.civilservicepensionscheme.org.uk/  
memberhub/knowledge-centre](http://www.civilservicepensionscheme.org.uk/memberhub/knowledge-centre)

# Death benefit nomination form

In the event of your death, a lump sum may be paid to a family member, friend, charity, or other organisation or business. To nominate who the lump sum may be paid to, please **log in** or **register for the pension portal** and update your death benefit nominee, or complete this form.

Unless you are employed in the Civil Service and are sending from your gov.uk email address, please include scanned copies or photographs of two pieces of ID, plus one for your address.

You can print the form, complete it in black ink and BLOCK CAPITALS, sign and return it to: **Civil Service Pensions, Capita Pension Solutions, PO Box 713, Darlington, DL1 9JZ**.

**IMPORTANT:** We will be unable to process your form if it is incomplete. Please read the guidance notes carefully on page three which explain how to complete this form.

## Your personal details

Your name								
Your date of birth (DD/MM/YYYY)	<input type="text"/>							
Your address								
Postcode								
Your telephone number								
Your National Insurance (NI) number	<input type="text"/>							

## Your nomination for death benefits

In the event of my death, it is my wish that **any lump sum** payable from Civil Service Pensions is paid to the nominee(s) noted below, in the proportion(s) shown.

**1. Nominee full name including title**

**Nominee address**

**Postcode**

**Relationship to you**

**% of benefits** (Total must add up to 100%)

**2. Nominee full name including title**

**Nominee address**

**Postcode**

**Relationship to you**

**% of benefits** (Total must add up to 100%)

<b>3. Nominee full name including title</b>	
<b>Nominee address</b>	
<b>Postcode</b>	
<b>Relationship to you</b>	
<b>% of benefits</b> (Total must add up to 100%)	

<b>4. Nominee full name including title</b>	
<b>Nominee address</b>	
<b>Postcode</b>	
<b>Relationship to you</b>	
<b>% of benefits</b> (Total must add up to 100%)	

## Your declaration

I understand that this form replaces any previous Death benefit nomination form that I have completed.

The scheme is committed to managing your data in line with the Data Protection Legislation. For more information about how your data is managed, please visit: [www.civilservicepensionscheme.org.uk/privacy-policy](http://www.civilservicepensionscheme.org.uk/privacy-policy)

<b>Your signature</b>	
<b>Date</b>	<input type="text"/>

## Your declaration

I understand that this form replaces any previous Death Benefit Nomination form that I have completed.

The Scheme is committed to managing your data in line with the Data Protection Legislation. For more information about how your data is managed, please visit: [www.civilservicepensionscheme.org.uk/privacy](http://www.civilservicepensionscheme.org.uk/privacy)

**Your signature**

**Date**

       

## Witness

**Full name of witness**

**Witness address**

**Postcode**

**Important: your witness must sign and date the form on the same date that you sign and date it. Please note that your witness cannot be a person you have nominated to receive a Death Benefit Lump Sum.**

**Witness signature**

**Date**

## Guidance notes

Please read the following guidance carefully before completing your Death Benefit Nomination Form.

1. If you are a member of classic, you can only nominate one individual or one organisation to receive your lump sum. The organisation can be incorporated (for example, a bank) or an unincorporated body (for example, a partnership or firm of solicitors).
2. If you are a member of one of the other schemes (classic plus, nuvos, premium or alpha), you can nominate:
  - a) one or more individuals; or
  - b) one incorporated organisation or one unincorporated body; or
  - c) one or more individuals and one incorporated organisation or one unincorporated body.
3. The total percentage of death benefits you allocate must add up to 100%. If you do not give a percentage, we will divide your death benefit equally between the people or organisations you have named.
4. You must sign and date the form.
5. Unless you return your form via email with the required ID, your witness must sign and date the form on the **same date** that you sign and date it. Your witness must not be one of your nominees.

## Important information

Please read the following guidance carefully before completing your Death Benefit Nomination Form.

1. This nomination will replace any previous lump sum death benefit nominations you have made. We will send you a confirmation letter after your death benefit nomination details have been updated.
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 (for example, your nominee has died), we will pay the benefits to your personal representatives (the people who deal with your financial matters after your death).
3. You should make sure that you keep your death benefit nomination(s) up to date. Your Annual Benefit Statement contains details of your death benefit nominee(s). You can also check your death benefit nomination(s) on the Pension Portal.
4. 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; or
  - a nominee has died; or
  - a nominee was convicted of your murder or manslaughter.
5. If you get divorced or your civil partnership is dissolved and your nominee was your spouse or civil partner, your death benefit nomination for them will become invalid. In this instance, if you wish to nominate a new beneficiary, you can do so on the Pension Portal or by submitting a new Death Benefit Nomination Form. Any other existing nominees would remain unaffected.
6. In the case of a divorce or a dissolution, in some circumstances the court may order that all or part of any death benefit is to be paid to your former husband, wife or civil partner.
 

For classic members, should part of your death benefit be ordered to be paid to your former spouse, the remainder of your benefit can be paid to another nominee of your choice. You will need to update your death benefit nominee on the Pension Portal or complete a new form in this circumstance.

For classic plus, nuvos, premium and alpha members, should part of your death benefit be ordered to be paid to your former spouse, the remainder of your benefit would be paid to your other nominees.
7. The pension scheme must pay death benefits within two years of your death. If we are unable to contact your nominee (s), or if there is no valid nomination, we will pay any death benefit to your personal representatives.