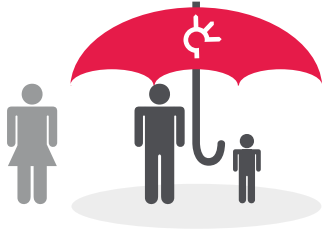


Being prepared

A guide to completing your Death Benefit Nomination form



This guide is for:
classis, classic plus,
premium, nuvos and
alpha members



In the event of your death, a lump sum benefit may be paid on your behalf. This could be to a family member, a friend, a charity, or any other organisation or business.

To confirm who you want to be considered to receive any lump sum benefit you will need to complete a Death Benefit Nomination form. This guide provides guidance about how to do it.



If a valid nomination isn't held, any lump sum will be paid to your personal representative: the person who deals with your estate after your death. Currently, if the death benefit lump sum is paid to a nominee, it doesn't form part of your estate for inheritance tax.



REMEMBER: It's important that if you nominate someone to receive the lump sum you keep their details up to date so we can get in touch with them quickly in the event of your death.



These guides are just highlights, if you want to find out more information about dependant's benefits and the eligibility conditions, you should read the **scheme guides**.

When to complete a Death Benefit Nomination form

There's a Death Benefit Nomination form for each Civil Service Pension scheme. You should complete a relevant **Death Benefit Nomination form** if:

- You want to make a new death benefit nomination
- You want to make an *additional* death benefit nomination
- You've already made a death benefit nomination, but their address details have changed



Making a nomination

If you're in classic, you can only nominate one person or organisation to receive your lump sum. If you're a member of one of the other schemes, you can choose as many nominees as you want and how to split the lump sum between them. **(If you decide to split your lump sum it must equal 100%).**

If you're a member of classic plus, premium, nuvos or alpha and in a long term committed relationship, you can tell us about your partner using the **Partner Declaration form**.

It is possible to change a death benefit nomination by completing a new Death Benefit Nomination form.

To complete a Death Benefit Nomination form you must do the following:

- provide the name and address of your nomination
- provide your name, address and National Insurance number
- you must sign and date the form
- ask a witness to provide their address and sign and date the form on the same date you sign and date it.



Top tips

Please consider the following before submitting your Death Benefit Nomination form.

- ✓ Does the percentage of lump sum allocated to each of your nominees equal 100%?
- ✓ Have you signed and dated your form?
- ✓ Has a witness signed and dated your form, on the same date you signed and dated it?
- ✓ If you are in classic, have you nominated only 1 nominee?
- ✓ Have you used black ink and CAPITAL letters?
- ✓ Have you used the correct Death Benefit Nomination form for your scheme?
- ✓ Have you included your name, address and National Insurance number?



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Please note: These are guidelines only, all benefits have eligibility criteria and time limits. See the scheme guides for more information.