
Lump sum death benefit nomination form - alpha members

Please complete this form in CAPITAL LETTERS and send it to the scheme administrator: MyCSP Ltd, PO Box 2017, Liverpool L69 2BU.

Your personal details

Full name	<input type="text"/>
Date of birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
National Insurance (NI) number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Address and postcode	<input type="text"/>
	<input type="text"/>
Please provide the following if you wish	
Telephone number	<input type="text"/>
Email address	<input type="text"/>

Name	<input type="text"/>
NI number	<input type="text"/>

Your nomination(s) for lump sum death benefit, you can nominate one or more individuals and / or one incorporated or unincorporated body

I wish to nominate 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.

Nominee 1	Their address and postcode	Relationship (see note 1)	% of benefits (see note 2)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nominee 2	Their address and postcode	Relationship	% of benefits
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nominee 3	Their address and postcode	Relationship	% of benefits
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nominee 4	Their address and postcode	Relationship	% of benefits
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nominee 5	Their address and postcode	Relationship	% of benefits
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Please note: Total percentage of benefits must add up to 100%.
Continue on a separate form if required.**

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.

Name	<input type="text"/>
NI number	<input type="text"/>

Your declaration

I understand that:

- payments of any lump sum benefits on my death are at the discretion of the Scheme Managers and that completion of this form is not in any way binding on the scheme
- this form replaces any previous death benefit nomination form and, if applicable, covers classic, classic plus, premium and nuvos benefits, as well as alpha.

I consent, for the purposes of the Data Protection Act 1998, to the above information being held and processed by the Scheme Manager.

Your signature: _____ Date: ____/____/____

Witness (must not be a nominee shown on page O2)

Full name	<input type="text"/>
Address and postcode	<input type="text"/>
	<input type="text"/>

Witness signature: _____ Date: ____/____/____

Important information

1. This will replace any previous lump sum death benefit nominations you have made.
2. 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 forms page of the Civil Service Pension scheme website:
www.civilservicepensionscheme.org.uk
3. You can nominate as many people as you like and / or one organisation.
4. The scheme administrator, MyCSP, will send you a confirmation letter when your death benefit nomination details have been updated. Please contact the scheme administrator if you do not receive a confirmation letter.
5. 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).
6. 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.
7. 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.
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.
9. 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.