

NHS Pensions - Claim for a lump sum on death in respect of a Pension Credit (AW11PC)

Before completing this form please read the the notes below.

Membership number	SD			/							
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Notes

NHS Pensions may be able to pay a lump sum on death to:

- the personal representatives of the deceased, to be included as part of the Estate, or
- to someone else if the deceased nominated them to receive it by completing a death benefit nomination (DB2), or
- to the deceased's legal spouse/civil partner if they re-married

The deceased may have made a valid declaration that they wish the lump sum on death to be paid to one or more nominees. A separate claim is required for each nominee. These will be issued by NHS Pensions as appropriate upon receipt of the first claim.

Please complete **Parts 1 and 2** of this form. You can ask someone to help you, for example a relative or a solicitor. Someone who knows you should sign the witness declaration at **Part 2**.

NHS Pensions must inform the personal representative of any lump sum on death paid. This is because the payment may be subject to a Lifetime Allowance Charge (LTAC). The liability to pay any tax charge lies with the person or organisation receiving the lump sum on death.

The personal representative is the person responsible for administering the Estate of the deceased. This is a wide definition, and does not have to be a formal appointment.

The surviving partner is not necessarily the personal representative.

An HM Revenue & Customs (HMRC) requirement is that NHS Pensions must inform the personal representative of the following information within three months of the final payment:

- The amount and date of the lump sum on death paid in respect of the Pension Credit member
- The percentage of the standard Lifetime Allowance used by the lump sum on death in respect of the Pension Credit member.

Do not delay your claim as the lump sum on death benefit must be paid within two years of the date upon which the Scheme Administrator was first notified of the member's death otherwise it will be subject to a HM Revenue & Customs (HMRC) tax charge of up to 45%. NHS Pensions has no discretion and must deduct this tax charge from the lump sum payment.

Supporting documentation

An original or acceptable certified copy of the following documentation is required to support your claim:

- Pension Credit member's birth certificate or passport (if this has not already been seen)
- Pension Credit member's death certificate (if this has not already been seen)
- marriage certificate (if the deceased remarried before they died)
- civil partner registration certificate (if the deceased formed a civil partnership before they died)
- spouse's, civil partner's birth certificate or passport
- death benefit nominee's birth certificate or passport (if appropriate)
- Decree Absolute if the Pension Credit member was divorced
- dissolution certificate if the pension credit member's civil partnership has ended
- former spouse's/civil partner's death certificate if they pre-deceased the Pension Credit member
- Power of Attorney or Court Protection Order (if appropriate)

Where applicable an English translation of any certificate should be forwarded.

Important: Your claim cannot be processed until all supporting documentation has been received and verified.

Do not send the Will, any Probate, or Letters of Administration with this form. We will write to you if we need them.

Before you return this form, write down our address, telephone number (below) and the membership number (beginning SD) shown at the top of the page.

PO Box 683
Unit 5
Newcastle Upon Tyne
NE5 9EE

Member helpline: 0300 330 1346

Important: If you change your address please tell us right away, quoting the membership number.

Part 1 To be completed by the person claiming the lump sum on death

1.1 About the deceased.

Please write clearly.

Title (e.g. Mr, Mrs, Miss, Dr)

Surname

Other names

Status

- Single (never married)
 Married
 Formed a civil partnership
 Divorced
 Civil Partnership dissolved
 Widowed

Date of birth

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Date of death

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Former surname (if applicable)

Gender

- Male Female

1.2 About yourself.

Title (e.g. Mr, Mrs, Miss, Dr)

Surname

Former surname (if applicable)

Other names

Contact telephone number

Date of birth

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Address

Post code										

Email address

National Insurance number

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Your gender

- Male Female

What was your relationship to the person who has died?

- Death benefit nominee - The deceased member must have completed a Death Benefit Nomination form. Please send your birth certificate with this form.
- Personal Representative - go to Part 2
- Legal Spouse/Civil Partner
- Other (please specify)

1.3 About the personal representative - Must be completed in all cases

Title (e.g. Mr, Mrs, Miss, Dr)

Surname

Other names

Contact telephone number

Date of birth

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Your gender

Male

Female

Address

Post code

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Email address

National Insurance number

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Part 2 Declaration - To be completed by the person claiming the lump sum on death

Please sign and date this part with your witness present

By signing the box below I am applying for the lump sum on death and declare:

I have read the Notes that came with this form.

the information I have given on this form is correct and complete to the best of my knowledge and belief. If I become aware of any change in the information given on the form, or any further new information relevant to the form, after I have sent it I hereby agree to notify the Scheme Administrator of those changes and that further or new information at the earliest possible opportunity

I am the personal representative and/or death benefit nominee and/or legal spouse/civil partner of the deceased Pension Credit member

I have enclosed the death certificate and supporting documentation required.

Signature

Full name

Date

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How we use your information

The NHS Business Services Authority – NHS Pensions will use the information provided for administering your NHS Pension Scheme membership and processing payment of your NHS pension benefits. We may share your information to administer and pay your NHS pension, enable us to prevent and detect fraud and mistakes, for debt collection purposes, or as required by law. For more information about who we share your information with and how long we keep your personal data and your rights, please visit our website at www.nhsbsa.nhs.uk/yourinformation

Please ask your witness to complete this part in your presence.

I certify that I saw this person sign the declaration on the previous page.

Print your full name

Telephone Number

Email Address

Signature

Your address

Post code									

Date

			/				/				
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If you are witnessing outside the United Kingdom and you are not a U.K. voter, please write your qualification in this box from the list below.

Persons who may witness outside the U.K.

A registered United Kingdom voter.

A listed or retired officer of Her Majesty's armed forces.

A permanent or retired civil servant of any country in the British Commonwealth or Irish Republic.

A member of Her Majesty's diplomatic service.

An authorised bank official.

A physician or surgeon registered where the Declaration is made.

A minister of religion.

A merchant ship master who is a British subject.

A Commonwealth or Irish Republic university graduate.

A magistrate.

A barrister, solicitor or advocate authorised to practise where this Declaration is made.

A Notary Public or other person qualified to administer oaths where this Declaration is made.

In the Channel Islands.

A registered Channel Island voter.

In the Isle of Man.

A registered Isle of Man voter.

Please return this form and your supporting documentation to NHS Pensions.