

**DEATH BENEFIT NOMINATION FORM
CLASSIC PLUS, PREMIUM, NUVOS AND
PARTNERSHIP MEMBERS**

Please complete this form in **CAPITAL LETTERS** and send it to:
Civil Service Pensions (NI), PO Box 410, DARLINGTON, DL1 9WG.

All personal information will be held in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Name:	<input type="text"/>	Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Address:	<input type="text"/>	National Insurance No:	<input type="text"/>
	<input type="text"/>	Telephone Number:	<input type="text"/>
	<input type="text"/>	Postcode	<input type="text"/>

Your nomination/s for death benefit

I wish to nominate those named below to receive any lump sum benefit which may be payable when I die under the rules and regulations of the Northern Ireland Civil Service (NICS) pension schemes. I understand that if I submit this form, it will replace any form I have submitted earlier.

Nominee 1:	<input type="text"/>		
Home Address:	<input type="text"/>		
<small>(See Note 1)</small>	<input type="text"/>		
	<input type="text"/>		
	Postcode	% of benefits:	<input type="text"/> %
		<small>(See Note 2)</small>	<small>(See Note 3)</small>
Relationship to you:	<input type="text"/>		
Nominee 2:	<input type="text"/>		
Home Address:	<input type="text"/>		
<small>(See Note 1)</small>	<input type="text"/>		
	<input type="text"/>		
	Postcode	% of benefits:	<input type="text"/> %
		<small>(See Note 2)</small>	<small>(See Note 3)</small>
Relationship to you:	<input type="text"/>		
Nominee 3:	<input type="text"/>		
Home Address:	<input type="text"/>		
<small>(See Note 1)</small>	<input type="text"/>		
	<input type="text"/>		
	Postcode	% of benefits:	<input type="text"/> %
		<small>(See Note 2)</small>	<small>(See Note 3)</small>
Relationship to you:	<input type="text"/>		

Notes

1. Providing the address of the nominee will help us to deal sensitively with matters after you die. However, if for security or personal circumstances you do not provide the nominee's address, it may be more difficult to trace your nominees in the event of your death.
2. If you do not specify a percentage, we will divide the death benefit equally between your nominees.
3. The total percentage of benefits must add up to 100%. Please continue on a separate sheet if required.

Member
Name:

Member
Nat Ins No or
CSP Ref No:

Your declaration

I understand that:

- payments of any lump sum benefits on my death are at the discretion of the Scheme Manager and that submission of this form is not in any way binding on the scheme
- this form replaces any previous death benefit nomination form.

Signed:

Date:

(in the presence of and with the corresponding date, of the witness below)

Witness (must not be a nominee shown on Page 1)

Name (including title):

Home Address:

Postcode

Witness
Signature:

Date:

Please Note:

Civil Service Pensions will hold your address for verification purposes in the event that any clarification is required at a future date.

All personal information submitted to Civil Service Pensions is held in accordance with the Civil Service Pensions Privacy Policy which is published on the CSP(NI) website:

www.finance-ni.gov.uk/civilservicepensions-ni

(Please retain this page for your own records)

Important notes

1. As a member of classic plus, premium, nuvos or partnership you can nominate:
 - one or more individuals; or
 - one organisation; or
 - one or more individuals and one organisation
2. We 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 may wish to also complete a 'Partner Declaration Form' although this is no longer compulsory. However, completing the form will help us to deal sensitively with matters after you die. You will find the form on the CSP(NI) website under NICS Pension Scheme Members/Key sections and resources for NICS Schemes Members/NICS Pension Schemes - Members forms.

www.finance-ni.gov.uk/civilservicepensions-ni
4. CSP does not notify your chosen nominees of the fact that you have nominated them for any benefits that may be due upon your death. This is because it is your right to choose who may benefit, you may not wish the beneficiary to know and you may change your mind in the future. Our first contact with your Death Benefit Nominee(s) will be in the event of your death.
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 us if the nomination is for your husband or wife and your marriage comes to an end
 - ensure that if you nominate a child and you do not have parental responsibility for that child, then you seek consent from a parent or legal guardian before making that nomination
7. An individual nomination will not be valid, if, at the time of your death:
 - a nominee was your husband or wife at the time you made your nomination and your marriage has since ended
 - a nominee has died
 - a nominee was convicted of your murder or manslaughter.
8. 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.
9. If you get divorced or your civil partnership is dissolved and your nominee was your spouse or civil partner, your death nomination for them will become invalid. In this instance, if you wish to nominate a new beneficiary, you can do so by submitting a new Death Benefit Nomination Form. Any other existing nominees would remain unaffected.
10. 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. 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.

(See Overleaf)

(Please retain this page for your own records)

Your nomination/s for death benefit

I wish to nominate those named below to receive any lump sum benefit which may be payable when I die under the rules and regulations of the Northern Ireland Civil Service (NICS) pension schemes. I understand that if I submit this form, it will replace any form I have submitted earlier.

Nominee 1:

Home Address:
(See Note 1)

Postcode

% of benefits:
(See Note 2)

 %
(See Note 3)

Relationship to you:

Nominee 2:

Home Address:
(See Note 1)

Postcode

% of benefits:
(See Note 2)

 %
(See Note 3)

Relationship to you:

Nominee 3:

Home Address:
(See Note 1)

Postcode

% of benefits:
(See Note 2)

 %
(See Note 3)

Relationship to you:

Notes

1. Providing the address of the nominee will help us to deal sensitively with matters after you die. However, if for security or personal circumstances you do not provide the nominee's address, it may be more difficult to trace your nominees in the event of your death
2. If you do not specify a percentage, we will divide the death benefit equally between your nominees.
3. The total percentage of benefits must add up to 100%. Please continue on a separate sheet if required.

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