

South Tyneside Council

Providing pension services for

Tyne and Wear Pension Fund and Northumberland County Council Pension Fund

Death Grant Nomination

You may be aware that as a member of the Local Government Pension Scheme (LGPS) you are covered for a package of benefits, which may include the payment of a death grant, in the event of your death.

How much will the death grant be?

- **If you die in service**, the death grant will be three years' pensionable pay. If you work part time it will be three years part time pay. **If you are a Councillor member, it will be two times career average pay.**
- **If you have a deferred pension benefit**, the value of the death grant is dependant on when you left the LGPS.
- **If you are already in receipt of a pension**, then the rules are a little more complex and a death grant may be payable if you die within the first few years of retirement. Please contact the Pensions Helpline for further information.

Can I increase this cover?

- If you are currently paying into the Scheme (an active member), you can choose to pay in-house Additional Voluntary Contributions (AVCs). Further information is available from our website and the Pensions Helpline.

Can I say who I want to receive it?

You can tell us who you would like to receive any death grant by completing a **Death Grant Nomination Form**.

Under the Scheme rules, the Fund must decide who receives any death grant. Normally, the nomination form will be followed. However, forms can become out of date as circumstances change and occasions do arise where the Fund must use its discretion where the form no longer appears appropriate. So, it is important that you submit a new form if your wishes change.

Why make a nomination?

In most cases any payment(s) can be made quickly without waiting for your estate to be settled.

What will happen to my death grant if I do not complete a nomination form?

The Fund will decide who should receive the death grant. This can take time, and your relatives and other persons may be asked to provide information at a time when they are distressed. Your death grant may be paid to your estate if circumstances suggest it is the most appropriate course of action.

What if I have already written a will?

You can still complete the death grant nomination form, which will speed up the process.

Who can I nominate?

Anyone you wish. You can nominate one or more person. If you wish to nominate someone under 18 years old, you should obtain independent legal advice.

If you nominate more than one person you must show how much of the grant each person is to receive, for example 40%, 60%. Whatever you decide, it must add up to 100%. If you wish to nominate more persons than the form caters for, you should continue on a separate sheet and attach it.

Can I change my nomination?

You can change your nomination as many times as you like, and at any time. To do this you must complete a new form, which will automatically replace any previous nomination. Please remember you are responsible for keeping your nomination form up to date.

What if the person I have nominated dies before I do?

You will need to complete a new form to nominate your new beneficiary. If you have listed more than one person and **any one** of them dies you will also need to complete a new form.

If you have nominated a spouse or civil partner and you divorce or the partnership is officially dissolved via a court process, the nomination will no longer stand. You may then wish to make a new nomination.

What should I do now?

If you wish to nominate someone you should complete and sign the Death Grant Nomination form and return it to the Pensions Office. Information on how to contact us can be found on the back page of this leaflet.

Please note: If there is any dispute or doubt in respect of the death grant nomination form, your Pension Fund as administering authority has absolute discretion to pay the death grant to the person(s) nominated or your personal representative(s) or relative or dependant.

The Local Government Pension Scheme (LGPS)

South Tyneside Council

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Tyne and Wear Pension Fund and **Northumberland County Council Pension Fund**

Death Grant Nomination

Please complete in **black ink** using CAPITAL LETTERS

Your Full Name: _____

Your Address: _____

Your Postcode: _____

Your date of Birth: _____

Your NI Number: _____

Current/Former Employer _____

Nominee*

Full Name: _____

Address: _____

Postcode: _____

Relationship: _____

Date of Birth if under 18 _____

Specify % of death grant _____

*Please continue on the next page, if necessary

Privacy Notices – How we use Your Personal Information

South Tyneside Council holds information for the Tyne and Wear Pension Fund and Northumberland County Council Pension Fund about you that is used for pension processing. Your information is treated as confidential; however, it may be shared with other organisations for the processing of benefits and, if we are required to by law, for the detection and prevention of fraud.

If you would like to know more about what information we hold about you, or the way we use it please contact the **Pensions Helpline** on **0191 424 4141**, write to the **Pensions Office, PO Box 212, South Shields, NE33 9ER** or view our website at **www.twpf.info**

However, be assured that we will never give details of your nomination to our advisors, companies we use to help us run the pension scheme, or other public agencies under the National Fraud Initiative (NFI).

Please tick this box if you have added any information to the next page of this form.

I nominate the person(s) specified to receive my death grant in the event of my death. Although best efforts will be made to comply with these wishes, I understand that the Fund has discretion in making this payment. I understand that this nomination replaces any previous nominations.

Signature: _____ Date: _____

Contact Tel No: _____

Please return the completed form to: Pensions Office, PO Box 212, South Shields, NE33 9ER

Additional Nominee(s):

Your Full Name: _____

Your NI Number: _____

Full Name: _____

Address: _____

Postcode: _____

Relationship: _____ Date of Birth if under 18 _____

Specify % of death grant _____

Full Name: _____

Address: _____

Postcode: _____

Relationship: _____ Date of Birth if under 18 _____

Specify % of death grant _____

Full Name: _____

Address: _____

Postcode: _____

Relationship: _____ Date of Birth if under 18 _____

Specify % of death grant _____

Full Name: _____

Address: _____

Postcode: _____

Relationship: _____ Date of Birth if under 18 _____

Specify % of death grant _____

NB: this nomination replaces any previous declarations.

Please return the completed form to: Pensions Office, PO Box 212, South Shields, NE33 9ER

How to Contact Us

mypension Online Member Service

You can access your pension record online, securely change your personal details and raise a query with the Fund by registering for a **mypension** account.

Please register or login to use this service at:

<http://www.twpf.info/mypension>

When contacting the Pensions Office, you will need to provide three forms of identification before we can give you any personal details.

Pensions Helpline

Telephone - 0191 424 4141

Outside of office hours and during busy times, you can leave us a message and a convenient day time telephone number and we will contact you. We aim to call you back within five working hours. We will not be able to provide information to anyone else on your behalf unless you are present during the call and authorise us to do so.

Office Hours

Monday to Thursday 8.30am to 5.00pm

Friday 8.30am to 4.30pm

Postal Address

Pensions Office

PO Box 212

South Shields

NE33 9ER

Full Address for recorded delivery

Pensions Office

Town hall and Civic Offices

Westoe Road

South Shields

NE33 2RL

Our information is available in other ways on request. Please let us know if we can help in any way.

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PO Box 212, South Shields, NE33 9ER or view the website at www.twpf.info/article/28815/Privacy-Notices