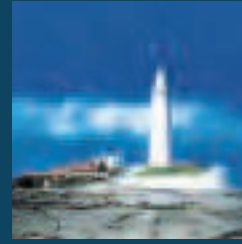
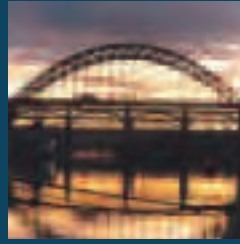


Tyne and Wear Pension Fund

Administered by South Tyneside Council



Death Grant Nomination Form



Tyne and Wear Pension Fund

Administered by South Tyneside Council

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 have a deferred pension benefits**, 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**.

This will cover all LGPS death grants that may be due from the Tyne and Wear Pension Fund, including any death grants from in-house AVCs.

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 However, forms can become out of date as circumstances change and occasions do arise where the Fund must use its discretion where the form no longer appears appropriate.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 16 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.

Does this form cover Cohabiting Partner Pensions for members?

No, the Death Grant Nomination Form is for your death grant payment only.

A survivor pension for a widow, widower or civil partner is automatic in the scheme. However, if you wish to nominate your partner to receive a pension in the event of your death, you must complete a form to nominate your cohabiting partner. A booklet and a registration form are available on our website at www.twpf.info . You can also request a copy from the Pensions Helpline.

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, South Tyneside Council as the Administering Authority of the Tyne and Wear Pension Fund, 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

Tyne and Wear Pension Fund

Administered by South Tyneside Council

Death Grant Nomination Form

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

Your Full Name: _____

Your Address: _____

_____ Postcode _____

Your NI Number _____ Contact Tel No _____

Nominee*

Full Name: _____

Address: _____

_____ Postcode: _____

Relationship _____ Date of Birth if under 16 _____

Specify % of death grant _____

*Please continue on the next page, if necessary

Your Personal Information and Data Protection

South Tyneside Council (as the administrator for the Tyne and Wear Pension Fund) is responsible for protecting the public funds it manages. To do this we may use the information you give us or the information we hold about you to detect and prevent crime or fraud. We may also share this information with other organisations that inspect and manage public funds. For the purposes of the Data Protection Act 1998, South Tyneside Council (as the administrator for the Tyne and Wear Pension Fund) is the data controller. We will ensure we keep all information safe and secure. If you would like to know more about what information we hold about you, or the way we use your information please either, view the Council's website at www.southtyneside.info, contact **The Pensions Helpline** on **0191 424 4141** or please write to the Records Management Team, Town Hall and Civic Offices, Westoe Road, South Shields, Tyne and Wear, NE33 2RL.

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 _____

Please return completed form(s) to: Tyne and Wear Pension Fund, P.O.Box 143, Hebburn, NE31 2WT

Additional Nominee(s):

Your Full Name: _____

Your NI Number: _____

Full Name: _____

Address: _____

_____ Postcode: _____

Relationship _____ Date of Birth if under 16 _____

Specify % of death grant _____

Full Name: _____

Address: _____

_____ Postcode: _____

Relationship _____ Date of Birth if under 16 _____

Specify % of death grant _____

Full Name: _____

Address: _____

_____ Postcode: _____

Relationship _____ Date of Birth if under 16 _____

Specify % of death grant _____

Full Name: _____

Address: _____

_____ Postcode: _____

Relationship _____ Date of Birth if under 16 _____

Specify % of death grant _____

NB - This nomination replaces any previous declarations.

Please return completed form(s) to: Tyne and Wear Pension Fund, P.O.Box 143, Hebburn, NE31 2WT

How to contact us

Our information is available in other ways on request.

We can provide information in other languages, Braille or large print.

We also have access to audio aids and BSL interpreters.

There are a number of ways you can get in touch with us.

If you need any further information on the LGPS please contact us at:



The Pensions Office
Tyne and Wear Pension Fund
Civic Centre Campbell Park Road
Hebburn Tyne and Wear NE31 2SW



Pensions Helpline
Tel 0191 424 4141



Fax 0191 424 4171



Email pensions@twpf.info



Web www.twpf.info

Personal callers

You can visit us at the Pensions Office address during office hours. You don't need to make an appointment.

Office hours

Monday to Thursday 8.30am to 5.00pm
Friday 8.30am to 4.30pm

Please quote your National Insurance Number and your Membership ID number so we can quickly trace your records.

Data Protection

We use the information you give us (and in return the information we give you) to do the tasks required for the administration of your pension, to carry out the Fund's official business and to help stop crime and prevent fraud. Under the Data Protection Act 1998, South Tyneside Council is the Data Controller (the holder, user and processor) of the pension information held about you.