

## Guidance on Process for Death in Service of a HSC Pension Scheme Member

### Introduction

The purpose of this document is to outline the process which should be followed if a scheme member dies whilst in pensionable employment. It is important to note that the documentation required when claiming survivor's benefits will be determined by the member's partnership status at the time of their death and if they have any dependent children.

It is important to note that documentation completed by the member while in Pensionable employment may have an effect on the calculation and/or payment of benefits;

**DG3** Death Gratuity Nomination Form – This form can be used by a member of the scheme to nominate one or more persons to receive a share of any lump sum death benefit payable.

**PN1** Partner Nomination Form – This form can be used by a member of the scheme who is not married or in a civil partnership to nominate their partner to receive a survivor's pension after their death. Certain conditions, which are explained on the form, must be met for validation of the nomination.

### The Application Process for HR

- Ascertain if the member has a spouse/partner and or Dependent Children.
- If a member is not married or in a civil partnership but has a long term partner, contact HSC Pension Service to confirm if Form **PN1** has been submitted.

If a member has a Spouse or has nominated a partner (**PN1** form submitted) who meets the requirements of the scheme Regulations to receive survivor's benefits, HR should check with HSC Pension Service to ensure the criteria has been met to allow the member's salary to continue to be paid to the spouse/civil partner/partner for a period of 6 months (there are rare exceptions to this rule).

- HR need to initiate the new starter action and the leaver action needs to be completed 6 months later (depending on the guidance provided by HSC Pension Service).

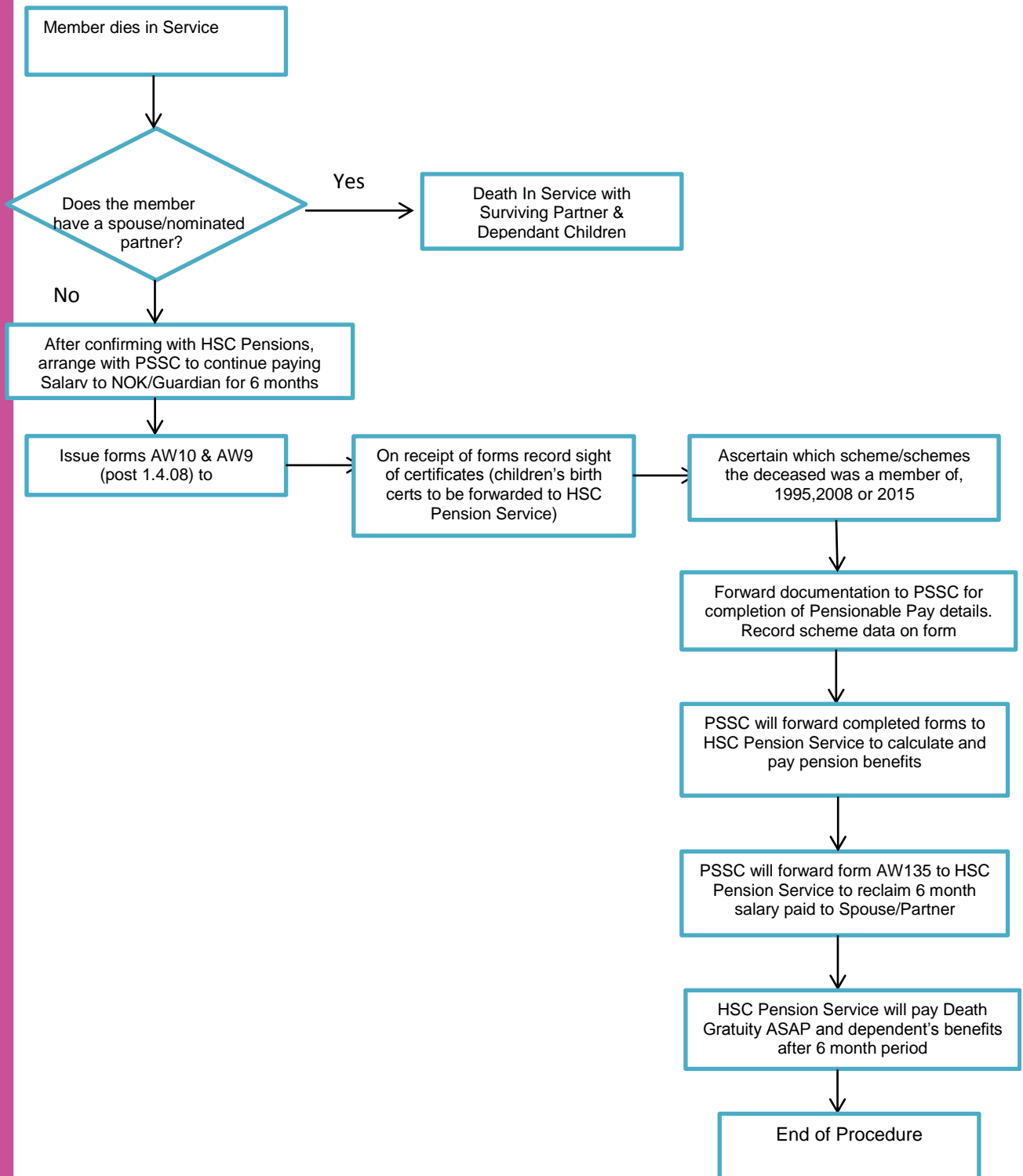
- If a member has dependent children who meet the requirements for payment of dependent children's benefits, HR should check with HSC Pension Service to ascertain if the member's salary should remain in payment for an initial period.
- If the deceased member's salary is to remain in payment to a spouse/civil partner/partner/guardian etc. for a period after their death, HR should inform the Payroll Shared Services Centre (PSSC) as soon as possible once all relevant information has been received (confirmation from HSC Pension Service, relevant certificates, bank details etc.).
- Documentation to be completed by claimants when claiming survivor's/dependents benefits;
  1. Claim for Child Allowance [AW9 \(Post 1/4/08\)](#)
  2. Claim for Death Gratuity [AW10](#)
  3. Claim for Survivor's Benefits [AW11](#)
- Ensure you have had sight of all relevant certificates and record on form;
  1. Child Allowance (copies of birth certificates for all eligible children should be forwarded to HSC Pension Service )
  2. Death Gratuity (death certificate of deceased member)
  3. Survivor's Benefits (death certificate of deceased member, birth certificate of spouse/civil partner/partner, marriage certificate/civil partnership certificate/validation documents for PN1)
- HR will check which scheme the deceased employee was a member of at the time of their death (1995/2008 section or 2015 Scheme as this will determine the value of benefits payable).
- Forward relevant documentation to PSSC for completion of Pensionable Pay information.
- PSSC will complete Pensionable Pay details on relevant forms and forward said forms to HSC Pension Service.
- If the deceased member's salary was paid to a spouse/civil partner/partner/guardian for a period of 6 months after the date of the member's death, PSSC should claim these monies back from the scheme through the completion of form [AW135](#).

#### [The Application Process for HSC Pension Service](#)

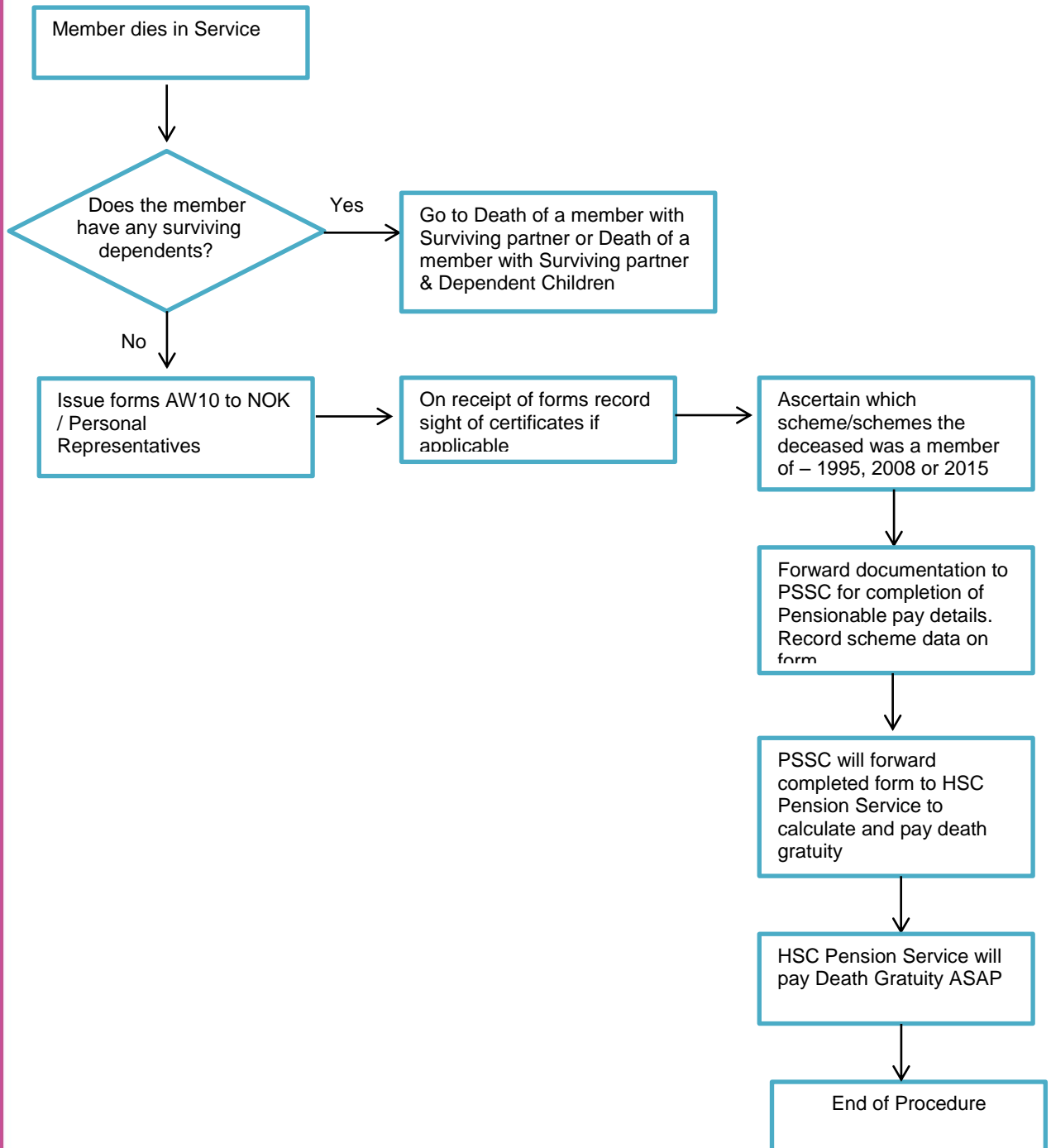
Once PSSC have submitted the application forms to HSC Pension Service, any benefits due will be calculated and paid as soon as possible.

HSC Pension Service then takes on responsibility for communication with the NOK etc.

### Death In Service With Dependent Children Only



## Death In Service With no Dependents



## Death In Service With Surviving Partner & Dependent Children

