

Completing your Death Benefit Claim Form

Due to the ongoing situation with Coronavirus (Covid-19) we have had to make some changes to the way in which members can send their completed Death Benefit Claim Form to us.

If you have access to a printer and can scan or photograph your completed pack: -

- x scan the completed claim form and death certificate and email them back to pensions@torfaen.gov.uk or take a photo of the completed claim form and email them to pensions@torfaen.gov.uk
- x If you are asking a friend or relative to email the forms and certificates to us, we will contact you by telephone for security and confirm all the details are correct.

If you do not have access to a printer and/or scanner: -

- You can fill in the claim form on your computer using Microsoft Word.
- Double click on electronic pack we have emailed you which should look like the below screenshot.



- We will need you to fill in the forms and provide us with the information we ask for on the forms.
- On the forms, you can click on the boxes like in the screenshot and type in your information in each box.

Section 1 - Details of the member of the LGPS (Local Government Pension Scheme) who has died	
Name of Deceased	<input type="text" value="Joe Bloggs"/>
NI Number	<input type="text"/>
Date of Birth	<input type="text" value="01/01/1900"/>
Date of Death	<input type="text"/>

PLEASE NOTE - an original death certificate must be attached

- When the form asks you to tick an option on the form you will need to click on the box and put an X in the box for your choice as shown in the screen shot.

Telephone Number

Email Address

National Insurance Number (if applying for survivors pension
– we will not pay the pension without this information)

Are you also claiming a lump sum death grant from another fund of the LGPS? Yes
No

If 'Yes' please give the name of the Fund

Applying for a Survivor's Pension - for a spouse, civil partner or cohabiting partner?
No Yes

- Once you have filled in the claim form you need to make sure you save the document on your computer.
- You can attach the saved document to your email and send it to pensions@torfaen.gov.uk
- If there are any issues with your completed forms a member of the team will contact you by telephone.