

Pension Death in Service Form

To complete this form, you must be an authorised contact on behalf of the employer.
If not, there may be a delay in your request.

1. Personal Details

| | | | | | |
|------------------------|--|-----|--|---------------|--|
| Title | | Sex | | Date of Birth | |
| Surname | | | | | |
| Forename(s) | | | | | |
| National Insurance No. | | | | | |
| Address | | | | | |
| Telephone Number | | | | | |
| Email Address | | | | | |
| Partnership Status | | | | | |

2. Employment Details

| | | | |
|--|---|--|--|
| Employer Name | | | |
| Payroll Number | | | |
| Post Held | | | |
| Date of Death | | | |
| Type of Contract | | | |
| Number of paid hours per week (if born before April 1957) | | | |
| Number of paid weeks per year (if born before April 1957) | | | |
| Percentage of Full Time (if born before April 1957) | % | | |

3. Pay Details

| | |
|---|-----------|
| Full Time Equivalent (FTE) Salary | £ |
| This is always the person's pay grade | |
| Pension Remuneration Figure | £ |
| Normally this will be the average full time equivalent pay over the final 365 days service, taking account of any additional pensionable payments using the LGPS 2008 definition of pensionable pay. However, if either of the previous 2 years will provide a higher figure, the higher figure must be used. We strongly recommend that you use our pension remuneration calculator on the employer forms section of our website (this includes examples). | |
| Period from | Period To |

| | |
|--|---|
| <p>Actual/Assumed Pay since the most recent 1 April (Main section of Scheme)</p> <p>This is the actual pay the member has received relating to work since 1 April. If the member has been on reduced or nil pay for some of this period, you may need to make an adjusted Assumed Pensionable Pay. We strongly recommend that you use our pension remuneration calculator on the employer forms section of our website (this includes examples).</p> | £ |
| <p>Actual/Assumed Pay since the most recent 1 April (50/50 section of Scheme)</p> <p>This is the actual pay the member has received relating to work since 1 April. If the member has been on reduced or nil pay for some of this period, you may need to make an adjustment for Assumed Pensionable Pay. We strongly recommend that you use our pension remuneration calculator on the employer forms section of our website (this includes examples).</p> | £ |
| <p>Annualised Assumed Pay</p> <p>This is the actual (or assumed pay, if their pay or hours were reduced) that the member received during the final 3 months of their employment multiplied to an annual figure. We strongly recommend that you use our pension remuneration calculator on the employer forms section of our website (this includes examples).</p> | £ |

4. Short Term (Less Than 2 Years) Contract Only

| | Tax Year Person Left | Previous Tax Year |
|--|----------------------|-------------------|
| Basic Contributions | £ | £ |
| Added Years Contributions | £ | £ |
| The earnings on which the employees contracted out NI Contributions were paid between the upper and lower limits | £ | £ |

5. Additional Information

| | |
|--|--|
| Next of Kin Name | |
| Next of Kin's Home Address | |
| Next of Kin's Telephone Number | |
| Next of Kin's Relationship to the Deceased | |
| Form Completed By | |
| Date | |
| Position Held | |

Please email the completed form to pensionforms@wiltshire.gov.uk