

Direction of lump sum death benefit form

Section A/B members

This nomination form covers benefits under the RMSPS only, that is, benefits you have built up for service before 1 April 2012.

If you were an employee member on 1 April 2012 then you will also have benefits in the Royal Mail Pension Plan (RMPP). If you wish to nominate someone to receive a lump sum from the RMSPS and the RMPP, please complete the 'Direction of lump sum death benefit' form for the RMPP which is available from www.royalmailpensionplan.co.uk

You should only complete this form if you have never completed a 'Direction of lump sum death benefit' form before in relation to either the RMSPS or the RMPP.

If you have previously completed a direction form and selected Option 2, and simply wish to change or re-confirm a previous nomination, please **ONLY** complete the 'Lump sum death benefit nomination' form overleaf and do not complete this direction form.

Once you have chosen one of the options below, you cannot change to the other or withdraw your direction.

Before completing this form, please read the attached notes.

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1) Member personal details (please complete in BLOCK CAPITALS)

Full name:	<input type="text"/>		
Home address:	<input type="text"/>		
	<input type="text"/>		
Date of birth:	<input type="text"/>	Postcode:	<input type="text"/>
National Insurance number:	<input type="text"/>		

2) To the Scheme Manager of the RMSPS (tick only one of the options below)

I hereby direct that, on my death, any lump sum amount payable in respect of my membership of the RMSPS:

Please tick one

Option 1

Shall only be paid to my personal representative at the discretion of the Manager.

Option 2

Shall be paid to the person(s) appointed by the Manager

- I fully understand that this direction is irrevocable and binding on me, my estate and all persons with an interest in it.
- I and my beneficiaries agree to the processing of sensitive personal data in the administration of my pension benefits in the RMSPS; and
- I declare that to the best of my knowledge I am in good health (please delete if not applicable).

Direction of lump sum death benefit form

Please note: If you are unable to declare that you are in good health, this may give rise to a claim to Inheritance Tax on your completing this form and you may be obliged to notify HM Revenue & Customs (HMRC). You should consider taking specific tax advice in relation to your own circumstances. We are not authorised to provide you with Inheritance Tax advice.

Signature:

Date:

Please note: Occupation and second witness required only in Scotland.

Witness 1

Name:	<input type="text"/>
Signed:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
Occupation:	<input type="text"/>
Date:	<input type="text"/>

Witness 2 (Scotland only)

Name:	<input type="text"/>
Signed:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
Occupation:	<input type="text"/>
Date:	<input type="text"/>

If you have selected Option 1 above, this form is now complete. Please send it along with any other relevant documents to:

Royal Mail Statutory Pension Scheme
PO Box 551
Darlington
DL1 9TX

Lump sum death benefit nomination form

Before completing this form, please read the attached notes about Option 2.

Please note: You should only complete this form if you are now selecting (or have previously selected) Option 2 (Special Trustees) on the 'Direction of lump sum death benefit' form.

1) Member personal details (please complete in BLOCK CAPITALS)

Full name:	<input type="text"/>		
Home address:	<input type="text"/>		
	<input type="text"/>		
Date of birth:	<input type="text"/>	Postcode:	<input type="text"/>
National Insurance Number:	<input type="text"/>		

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Statutory Pension Scheme

To the persons appointed by the Scheme Manager of the RMSPS under Rule 6(2)(b) of Part II of the Rules of the RMSPS. In the event of any lump sum benefit becoming payable under the RMSPS on my death, I would like the payment to be made to the following individual(s) in the following proportions. Please read the attached notes to ensure that the people you nominate on this form are eligible to receive any lump sum death benefit.

Name and address	Relationship (if any)	Share of benefit %
	Total (must be 100%)	

Signature:

Date:

When completed send this form, along with any other relevant documents to:
Royal Mail Statutory Pension Scheme, PO Box 551, Darlington, DL1 9TX

Notes on making a lump sum death benefit direction and nomination

If you need help in completing the form you can:

- Phone us on **0333 222 0078** – please have a pen and paper ready; or
- Email us, either via enquiries@rmsps.co.uk or via the website at www.royalmailSPS.co.uk

Please quote your full name, date of birth and either your National Insurance number or your membership number.

How do I make a direction of death benefit?

You have a choice of two options when you make a direction. A reason for making the direction is to enable your lump sum death benefit to fall outside your estate for Inheritance Tax purposes. Please note however that, even having completed the direction, it may be that the benefit will not fall outside your estate for these purposes, or may otherwise be subject to Inheritance Tax, (for example because you are not in good health). We are not authorised to provide Inheritance Tax advice and you should consider whether you wish to take tax advice in relation to your own circumstances before making a direction.

Please note that Inheritance Tax laws may change from time to time and neither we nor the Scheme Manager can provide advice on Inheritance Tax. For further information you should contact your local tax office or visit the HMRC website at www.gov.uk/government/organisations/hm-revenue-customs

You could also contact an independent financial adviser. You can find out more about independent financial advisers by visiting www.moneyadvice.service.org.uk/en/categories/getting-advice-about-retirement

The flowchart overleaf may help you to understand the options more clearly.

Please note: Once you have chosen one of the following options, you cannot change to the other or withdraw your direction.

Option 1

You can give us discretionary power to pay your lump sum to your personal representative(s) (such as the executors of your will), who will pay it in accordance with your will. If you do not leave a will, the lump sum will be distributed under intestacy law. Please note that Court Orders may override your will or normal intestacy law.

Option 2

You can ask us to pay your lump sum to the persons appointed by the Scheme Manager of the RMSPS, who will normally distribute the money to people nominated by you. They can only be:

- Your husband, wife or civil partner;
- Your descendants (children, grandchildren, great-grandchildren, etc);
- Each of your grandparents, your husband's, wife's or civil partner's grandparents, the grandparents of any previous or deceased husband/wife/civil partner and the descendants of each of the grandparents (e.g. your parents, brothers, sisters, nieces, nephews, parents-in-law, ex-wife, etc);
- Someone for whom you acted as a parent or guardian; or
- Any person who, in the opinion of the persons appointed by the Manager of the RMSPS, was partly or totally financially dependent on you when you died (such as a long-term partner).

You should not choose this option if you would like your lump sum to be paid to a charity, or to an unrelated friend who is not financially dependent upon you. If this is the case, you should choose Option 1 and make a will.

If I choose Option 2, can I be sure that you will give the money to the right people?

The persons appointed by the Manager of the RMSPS have complete discretion when selecting who will receive the lump sum but they will normally follow your nomination form. This means it is important that your wishes are clear and that you update your form straight away if your personal circumstances change. For example, if you marry, divorce or separate, even if you wish to re-confirm the existing nominees. The persons appointed by the Manager of the RMSPS may choose not to follow a nomination if your circumstances have changed and you have not completed a new nomination form.

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Statutory Pension Scheme

The persons appointed by the Scheme Manager of the RMSPS will select one or more of any of the persons listed above to receive the death benefit, if you do not make a nomination at all or if they do not follow your nomination. They will consider any subsequent will you have written. Also, Court Orders can affect death benefit payments.

What shall I do now?

If you have never made a direction of lump sum death benefit before, once you have decided whether you wish to select Option 1 or 2, you should complete the 'Direction of lump sum death benefit' form attached to these notes.

Please note that once you have chosen an option on the 'Direction of lump sum death benefit' form, you cannot change to the other option or withdraw your direction. However, if you choose Option 2, you can change your nomination or update it at any time.

A person who is not entitled to receive the death benefit from you must witness the completed 'Direction of lump sum death benefit' form. Members in Scotland must have two witnesses.

If you have selected Option 2, you should also complete the 'Lump sum death benefit nomination' form to indicate to whom you would like the death benefit to be paid and, if to more than one person, how much to each (for example: 50% to your mother and 25% to each of your two sisters; or 100% to your wife).

If you have previously selected Option 2 on a 'Direction of lump sum death benefit' form and simply wish to update your nomination, you can do this at any time by completing the 'Lump sum death benefit nomination' form attached. Please do not complete the direction form again.

Please send your completed 'Direction of lump sum death benefit' form and, if you have selected Option 2, your completed 'Lump sum death benefit nomination' form, to:

Royal Mail Statutory Pension Scheme
PO Box 551
Darlington
DL1 9TX

