

Dear

Local Government Pension Scheme Regulations

The City has been made aware that your husband/wife/partner has sadly passed away. Please accept my condolences on your bereavement.

I would be grateful if a copy of the death certificate could be forwarded with the attached form and any supporting documentation to the address below, at your earliest convenience.

Post: City of London Pensions Office PO Box 270 Guildhall London EC2P 2EJ

Email: pensionspayroll@cityoflondon.gov.uk

Thank you for your assistance, and please do not hesitate to contact, should you require any further information.

Yours sincerely

Local Government Pension Scheme

Application for the Payment of Partner's Pension

Please complete this form on capital letters. If you have any queries regarding the completion, please telephone the Pension Office on 020 7332

Section 1 - Personal Details

Surname: _____

First Name(s): _____

Title: Mr/Mrs/Miss/Ms/Other (please state): _____

Postal Address for Correspondence: _____

Home Telephone no.: _____

Email Address for Correspondence: _____

My National Insurance number is: ___/___/___/___/

My Date of Birth is: ___/___/___ **I enclose a copy of my birth certificate, or passport.**

Section 2 - Account Details

Your pension will be paid directly into the account given below. Your pension payments will be made on the last working day of each month. Your payments will be paid into this account by BACs, the automated clearing system.

Name of Bank or Building Society: _____

Address of Bank or Building Society: _____

Account No: _____ Roll No: _____ *

*(For Building Society Accounts)

Branch Sorting Code: ___/___/___

Signature: _____ Date: _____

Section 3 - Partnership Status Declaration

I declare that I am the widow/widower/civil partner of _____ who was employed by the City of London. **(Please enclose a copy of your Marriage/Civil Partnership Certificate)**

I was not divorced from him/her at the time of his/her death.

Signed: _____ Date: _____

Section 4 - Children

If your partner left any children that are either:

- Under the age of 18,
- In full time education or training and under the age of 23, or
- Disabled,

they may be entitled to receive a pension. In order that their entitlement may be investigated, I would be grateful if you could give their details below:

<u>Name of Child</u>	<u>Date of Birth</u> (Please enclose copies of full birth certificates)
_____	_____
_____	_____
_____	_____
_____	_____

(If required please continue on a separate sheet)

Please send the completed form (including a copy of the death certificate if not forwarded already) to:

Email: pensionspayroll@cityoflondon.gov.uk

City of London Pensions Office PO Box 270 Guildhall London EC2P 2EJ

Where possible, all correspondence issued by the Pensions Office in respect of this application will be done so electronically to the email address you have provided. If you do not wish to receive letters in this format, please leave this section of the form blank.