**\*\*SPECIMEN \*\***

This document needs to be on employer letter headed paper

Any text (to include this section) in red needs to be populated/deleted with the relevant information

**STATUTORY NOTIFICATION**

FOR AN EMPLOYEE WHO HAS JOINED THE SCHEME

[Name]

[Address1]

[Address 2]

[Address 3]

[Postcode]

Dear [Name of next of kin/personal representative],

**LOCAL GOVERNMENT PENSION SCHEME (LGPS)**

 **LOCAL GOVERNMENT PENSION REGULATIONS 2013**

[Late Member’s Full Name] – Deceased

 Pension Reference Number: [Pension Number]

I am sorry to learn of the death of [Deceased Member’s Name].

A lump-sum death grant is payable. The administering authority at their absolute discretion may make payments in respect of the death grant to or for the benefit of the member’s nominee or personal representatives, or any person appearing to the authority to have been their relative or dependant at any time.

[IF APPLICABLE PLEASE INCLUDE A spouse’s, civil partner’s, nominated partner’s and children’s pensions may also be payable]

You will be advised as to the calculation and amounts of the benefits and the arrangements for payment by:-

West Midlands Pension Fund

P O Box 3948

Wolverhampton

WV1 1XP

Any enquiries for further information about the Local Government Pension Scheme generally or about the contents of this letter, should be addressed to me.

If you are dissatisfied with this decision, you may wish to make a written application to the adjudicator appointed by (enter name of employer) to give a decision on the issue under dispute. However, you may wish to consult me first so that the matter can be reconsidered and possibly resolved without having recourse to the formal dispute procedure.

If you feel there are grounds for making a written application to the adjudicator, you should write within 6 months from the date of this notification to:

[Name, Job Title and correspondence address of adjudicator [a representative at the employer]]

If you are unhappy with the decision made by the adjudicator you can then apply to the Administering Authority for reconsideration of the matter. The address to write to is:

Tim Johnson

Chief Executive

Wolverhampton City Council

P O Box 3948

Wolverhampton

WV1 1XP

Your further application should be made within 6 months of the date of notice of the decision made by the adjudicator.

‘MoneyHelper’ (formerly TPAS (The Pensions Advisory Service)) can be contacted at any time during the disputes process to assist members and beneficiaries of the scheme in connection with any pensions query they may have or difficulty which they have failed to resolve with the administrators of the scheme.

MoneyHelper can be contacted via:

Telephone: 0800 011 3797

Website: <https://www.moneyhelper.org.uk/en/pensions-and-retirement>

Submit an enquiry: <https://www.moneyhelper.org.uk/en/contact-us/pensions-guidance/pensions-guidance-enquiry-form>

Web chat: <https://www.moneyhelper.org.uk/pensionschat>

Yours faithfully,

[Name]

[Job Title]