



BP Pension Fund

Report of Member Death

Member details	
Member's name	
Membership number (if known)	
Member's date of death	DD / MM / YYYY

Informant's details	
Your name	
Your relationship to our member	
Your contact number	
Your e-mail address	

Important information	
Is there a surviving spouse or partner?	Spouse / Partner / N/A
Spouse / partner's name	
Spouse / partner's date of birth	DD / MM / YYYY
Are there any dependent age children?	Yes / No
Was anyone else financially dependent on the member,	Yes / No
Dependent's name	
Relationship to our member	

Member's Estate	
Will a solicitor be appointed to handle the Estate?	Yes / No
Solicitors name and contact details	
If no Solicitor is being appointed, who should we write to now?	
Relationship to our member	

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Report of Member Death – Supporting Notes

Surviving Spouse

This is the legal Spouse or Civil Partner of the member.

Dependent Age children

Defined as children under age 18 or under 23, and still in full time education.

Financial dependent (Non-Child)

Some of our Scheme Rules allow the Trustee to consider payment of a *dependents pension* to someone who was financial dependent on the member at the time of their death. This can be awarded under the Trustee discretionary powers and is not a guaranteed benefit and is subject to supporting evidence.

Overpaid pension

We pay pensions monthly in advance. Depending on when a death is reported to the Trustee, we may not be able to stop the next pension payment if it has already been sent to the bank for crediting the member's bank account. Please note, any pension payments made representing the pension for the month(s) after the member's date of death will need to be reclaimed from the Estate.

What happens next?

We will write to you in the next 10 working days outlining any documentation the Trustee requires to establish if any further benefits are payable. We will also provide details of the gross pension paid and the tax deducted in the last two tax years, as this will be required.

We will request certified copies of any certificates not already held on file.

What is a certified copy?

A certified copy is a photocopy of the original document signed by an independent witness who is not a member of your family. A current BP employee can also certify your documents.

The independent witness must see the original document and state on each page of the photocopy, ***'I certify that this is a true copy of the original document'***. They must also state their name, occupation, address and telephone number and sign and date the photocopy. We may contact the independent witness to check they have recently certified your documents.

Power of Attorney

If you hold a Power of Attorney for the Spouse of the deceased, we will require sight of the original or a *certified copy* (see above), this will need to be certified on **each** page.