



JIB-PMES
Death in Service Benefit
Operative claim form

Important information: Please read the below before completing the claim form.

Who is this form for?

This form is for the family/trustee or authorised signatory of the Operative who has passed away.

When should this form be completed?

This form should be completed after the Operative has died. It will be provided to the family/trustee or authorised signatory by the Operative’s employer.

What information and documentation must be submitted with this form?

To ensure that the JIB-PMES has all of the information and confirmation that is required in order for payment of the Death in Service Benefit to be made; the following is required:

- *The Operative’s original death certificate (original certificates will be returned by recorded delivery)*
- *The Operative’s last three full payslips*
- *A copy of the Operative’s photographic ID (passport or driving license)*

How long will it take for the claim to be paid?

The JIB-PMES commits to pay all valid Death in Service Benefit claims within 12 months of receiving a valid claim form and all required supporting documentation.

However, if all necessary supporting documentation is readily available and all employer payments in respect of the late Operative are fully up to date, it is likely that payment will be made well within this timescale.

How will Death in Service Benefit be paid?

The JIB-PMES shall normally make payment due under DSB by automated bank transfer to a United Kingdom bank account maintained by the beneficiary and no beneficiary is entitled to claim payment by cheque, cash or any other method, although the JIB-PMES may determine to do so in any particular case.

Section 1: Details of deceased Operative

Operative’s full name:	<input type="text"/>		
Date of birth: <small>(Day, month year)</small>	<input type="text"/>	Date of death: <small>(Day, month year)</small>	<input type="text"/>
Start date with current employer: <small>(Day, month year)</small>	<input type="text"/>	Scheme inclusion date: <small>(if different from employment start date)</small>	<input type="text"/>
Last date worked: <small>(Day, month year)</small>	<input type="text"/>		
Amount of death benefit being claimed <small>(This will be £40,000)</small>	<input type="text"/> £		

Section 2: Employer details

Employer name:

Employer address:

Employer contact name: Employer contact no:

Employer contact email:

Section 3: Payment details

Death in Service Benefit is paid to either:

- Direct to the beneficiary(s) if the Operative had completed, and returned to the JIB-PMES a valid DSB nomination form
- To the estate Trustee (in all other circumstances)

Payment to be made: Direct to beneficiary(s) To the Trustee's bank account

Beneficiary* account name:

Name of bank:

Branch:

Bank sort code: Account number:

****If multiple beneficiaries are stipulated on the Operative's Nomination Form, please complete their account details on the 'Additional beneficiary details' form at Appendix 1.***

Trustees account name:

Name of bank:

Branch:

Bank sort code: Account number:

Section 4: Checklist

Please complete the following checklist to confirm that all following have been enclosed/completed. Failure to do so may delay the DSB claim.

- Claim form completed
- Payment details provided
- Original death certificate
- Last 3 payslips
- Declaration signed
- Confirm amount of DSB to be claimed

Section 5: Declaration

To be completed by the Trustee or Authorised Signatory for the deceased Operative.

We hereby apply for payment of the JIB-PMES Death in Service Benefit as described above. We declare that the deceased is eligible for Death in Service Benefit in accordance with all of the terms and conditions as outlined in the JIB-PMES Death in Service Benefit Scheme Rules. We agree that payment of the Death in Service Benefit will constitute a full discharge of the liability of the JIB-PMES in respect of the benefit.

Signature: Date:
(day, month, year)

Print name:

Capacity of signatory:*

**Signature must be from a Trustee or Authorised Signatory*

Completed claim forms should be returned as soon as possible to:

JIB-PMES, Death in Service Benefit claims, Lovell House, Sandpiper Court, Phoenix Business Park, Eaton Socon, St Neots PE19 8EP

JIB-PMES use only

HC Participant Employer		Welfare Benefit Employer	
HC payments up to date at TOD?		WB payments up to date at TOD?	
HC payments brought up to date AD?		WB payments brought up to date AD?	
All claim documentation correct?		All claim documentation correct?	
Claim ok to proceed?		Claim ok to proceed?	

Appendix 1: Additional beneficiary details

Please insert the details of any additional DSB beneficiaries as included on the deceased Operative's Nomination Form.

Beneficiary account name:

Name of bank:

Branch:

Bank sort code: Account number:

Beneficiary account name:

Name of bank:

Branch:

Bank sort code: Account number:

Beneficiary account name:

Name of bank:

Branch:

Bank sort code: Account number:

Beneficiary account name:

Name of bank:

Branch:

Bank sort code: Account number: