

# Royal Mail Defined Contribution Plan (the Plan) – Expression of Wish Form

## Lump Sum Death in Service Benefit – Expression of Wish

A lump sum benefit will normally be paid if you die in service under age 75 while in the waiting period or an active member of the Plan as follows;

- *Death lump sum of 4 times annual basic pay (the “Death Lump Sum”); and*
- *If you have dependants, a dependants’ lump sum of 2 times annual basic pay (the “Dependants’ Lump Sum”).*

These lump sums can be paid to various beneficiaries, including people nominated by you.

Death in service lump sum benefits are payable up to age 75 but you would not be covered for any lump sum death in service benefits if you are still working after that age. Also, in some circumstances you may be required to have a medical before you will be covered for the death in service lump sum and you will be told if this is necessary. If the insurer who provides the death in service cover restricts the amount that is payable on your death, your beneficiaries may receive less than the amount of death benefits stated above.

## Who can I nominate?

You can nominate one or more dependants or other people, including those who are not related to you, to receive your Death Lump Sum. You can also nominate certain organisations, such as a registered charity, to receive all or part of your Death Lump Sum.

You can nominate one or more of your dependants to receive the Dependants’ Lump Sum. A list of the people who might be considered as a “dependant” is given below.

## How can I be certain that the Trustees will give the money to the right people?

The Trustees of the Plan have complete discretion when selecting beneficiaries but they will normally follow your expression of wish form. One reason for disregarding an expression of wish may be where the Trustees are aware that your circumstances have changed, and you have not completed a new expression of wish form to reflect this, for example where you have married /registered a civil partnership, or have divorced.

The Trustees might take account of any subsequent will you have written. Also, Court Orders can affect death benefit payments. Because of this discretion, any lump sum paid will not normally be included in your estate for inheritance tax purposes.

## What happens if I have benefits from another pension scheme?

If the value of all benefits payable from all pension plans (including benefits payable on death) does not exceed the Lifetime Allowance (LTA) then there will be no additional tax for your personal representatives to pay. It will be the responsibility of your personal representatives to declare any benefits in excess of the LTA to HM Revenue & Customs (‘HMRC’) at the time payment is made.

If you have preserved benefits from another pension arrangement (including one provided by Royal Mail Group), death in service benefits from the Plan may be offset against any other death benefits payable from such arrangements.

### How do I nominate someone?

You should complete and return this expression of wish form NOW if:

- *you have never completed one before: or*
- *you need to update a previous form.*

If you nominate more than one person or organisation, please let us know the proportion you want to be paid to each.

**For example:** 100% to your widow(er) OR 50% to your widow(er) and 25% to each of your two children.

### 1. Personal Details (please complete in BLOCK CAPITALS)

Full name

Date of Birth

National Insurance number or  
Pay number

Home address

Postcode

### 2. Death Lump Sum

In the event of a Death Lump Sum becoming payable under the Plan on my death, I would like the payment to be made to the following beneficiary(ies), and if more than one in the following shares;

A beneficiary can be any person or body nominated by you including a relative, partner, friend, charity or other organisation.

Name and address

Relationship (if any)

Share of benefit %

Name and address

Relationship (if any)

Share of benefit %

Name and address

Relationship (if any)

Share of benefit %

Name and address

Relationship (if any)

Share of benefit %

Name and address

Relationship (if any)

Share of benefit %

### 3. Dependants' Lump Sum

A dependant can be one or more of:

- your spouse or civil partner;
- your children (including legally adopted children) and any other children for whom you are financially responsible prior to the time of your death but the child must be under age 23 at the

date of your death or must be unable to support themselves because of physical or mental incapacity;

- any person who is financially dependent upon you, or financially interdependent with you prior to the time of your death.

The Trustees' decision as to whether someone is a dependant or not will be final.

In the event of a Dependants' Lump Sum becoming payable under the Plan on my death, I would like the payment to be made to the following dependant(s), and if more than one in the following shares;

Name and address

Relationship (if any)

Share of benefit %

Name and address

Relationship (if any)

Share of benefit %

Name and address

Relationship (if any)

Share of benefit %

Name and address

Relationship (if any)

Share of benefit %

Name and address

Relationship (if any)

Share of benefit %

The Trustees of the Plan and its advisers and administrators will need to process certain data about you:

- *to calculate and pay benefits;*
- *for statistical purposes;*
- *for reference purposes; and*
- *to administer the Plan as a whole.*

This may include 'sensitive' data, such as medical details or information about the persons named on your expression of wish form, etc.

By signing this expression of wish form you are confirming that you fully understand this and that you, and the persons you have nominated, where appropriate, agree to the processing of this data for these purposes.

#### 4. Declaration

My expression of wish regarding the payment of lump sum death in service benefits from the Plan is set out above. This expression of wish form overrides any previous expression of wish form made by me in relation to the Plan.

I agree to the processing of data for the purposes stated above.

Signed

Date

Please return your completed form using the enclosed envelope.

If you need help completing the forms you can:

- Email the Pensions Service Centre at [pensions.helpline@royalmail.com](mailto:pensions.helpline@royalmail.com)
- Call us on 0114 241 4545. Postline network users can call 5456 4545.

Please quote your full name, date of birth and either your National Insurance number or Pension Plan number in any correspondence or phone call.