

AW8/AW8P/AW8PC member checklist

Membership no:

Before returning this form, please refer to the following **supporting documentation** and **payment details** information which is essential in support of your claim.

Supporting documentation

The following documentation is required to support your initial claim:

- Your birth certificate or passport (*if this has not already been sent to us*)

Important: Your initial claim cannot be processed until we receive your birth certificate or passport.

The following documentation is required to support your spouse or civil partner's claim in the event of your death. Whilst this documentation is not required in regards to your initial claim, having them now may help us to process an application for an adult dependants pension in the future and ease the process for what will be a very difficult time for your family.

- Your spouse or civil partner's birth certificate or passport (*if this has not already been sent to us*)

- Your marriage certificate (*if your status is married – this also applies if you are separated*)

- Your civil partnership certificate (if you have entered into a civil partnership – this also applies if you are separated)

- Your decree absolute (*if you are divorced*)

- Your dissolution of civil partnership certificate

- Your spouse's or civil partner's death certificate (*if you are widowed*)

All certificates must be an original or certified copy (photocopies will not be accepted).

Please could the **original** be sent to us or a copy certified by one of the following:

- bank or building society official / councillor / dentist / police officer / solicitor / teacher or lecturer

We will not accept a person who is a relative or someone living at the same address.

Authenticating

Certified copies must be signed and dated by a person described above and should be a true copy of the original.

The photocopied and original copy of the certificate or document should be taken to the person certifying who should:

- write “Certified to be a true copy of the original seen by me”
- sign and date it
- print their name under the signature
- add their occupation, address and telephone number

Note: All certificates are returned ‘2nd class signed for’ except passports which are special delivery. Any international post is returned ‘international signed for’.

Payment details

Please complete this section of the form for payment into any UK, Channel Isles or Isle of Man accounts only. Please ensure that you enter your name (or your name as part of a joint account with someone else) in the ‘Name(s) of account holder’ section and **NOT** the name of the Bank or Building Society.

If payment is to be made to an account outside of the UK, you will need to complete a mandate for the payment and attach this to your application form (see guidance notes).

Bank details section completed

Overseas mandate included

Before you return your form and any documentation, write down our address, member helpline number and the membership number (beginning SD).

Our address is:

NHS Pensions
PO Box 683, Unit 5
Newcastle Upon Tyne
NE5 9EE

Member helpline: 0300 330 1346 (+44 191 283 8918 if calling from overseas).