



Application for Death Benefit

Important information about this form

Before you use this form

Before completing this benefit application form, it is recommended that you read the **Product Disclosure Statement (PDS)** and **Death and Invalidation Benefits Booklet** for the Commonwealth Superannuation Scheme (CSS) or the Public Sector Superannuation Scheme (PSS) whichever is applicable, available at csc.gov.au or by phoning CSS on **1300 000 277** or PSS on **1300 000 377**.

For more information on the meaning of the terms used in this form, including eligible child and eligible spouse, please contact us or see the **CSS or PSS Death benefits factsheets** available on our website: csc.gov.au

If you're applying for a death benefit in relation to a CSS or PSS associate member, please complete the **ACP90 Application for Associate Death Benefit form**

Who should use this form?

You can use this form to claim a death benefit of a member of CSS or PSS who has died if you are:

- The legal personal representative (LPR) of the deceased member's estate. The LPR is the executor of the will or the administrator of the estate;
- For PSS only: a child of the deceased, who is not an eligible child; or
- An individual other than the LPR, eligible spouse or eligible child of the deceased.

Generally, a benefit is payable if:

- the deceased person was a member of a class of people listed below; and
- the conditions for payment to the estate are satisfied.

Please note: a final benefit is only payable if the amount of pension paid to the deceased does not exceed the minimum benefit payable (MBP) applicable to the member's situation. For more information, please refer to the death benefits factsheet for the relevant scheme.

Please see the following table for more details about when a benefit is payable.

Deceased person	Conditions for payment to estate	Person(s) payable
CSS		
1. Member	No eligible spouse or eligible children	LPR or individual(s) as determined by CSC
2. Deferred member		
3. Postponed member		
4. Pensioner	No eligible spouse or eligible children, and residual capital value remains	LPR or individual(s) as determined by CSC
PSS		
1. Member (including a Limited Benefits Member)	No eligible spouse or eligible children	Children of the deceased*, LPR or individual(s) as determined by CSC
2. Preserved member		
3. Pensioner	No eligible spouse or eligible children, and residual capital value remains	Children of the deceased*, LPR or individual(s) as determined by CSC

*Children of the deceased who are otherwise ineligible for benefits



➔ About this form continued on next page

Completing this form

Complete:

Part A – About the deceased

Part B – About the person making this benefit application

Part C – About the estate

Part D – Payment details

Part E – Identification requirements

Part F – Attachments

Part G – Applicant declaration

Further information

If you need more information, please see the below documents which are available on our website, or contact us using the details below.

- **CSS Product Disclosure Statement (PDS)**
- **PSS Product Disclosure Statement (PDS)**
- **CSS Family Law Super Splitting Booklet**
- **PSS Family Law Super Splitting Booklet**
- **CSS Death Benefits factsheet**
- **PSS Death Benefits factsheet**

Surcharge debt

If the deceased had a superannuation contributions surcharge debt at the time of their death, it will be deducted from the benefit at the time of payment.

Contact

We're here to help, so if you need any further information or have any questions, you can contact us in the following ways:

Visit

7 London Circuit
Canberra ACT 2601

Mail

GPO Box 2252
Canberra ACT 2601

Email

members@css.gov.au
members@pss.gov.au

Phone

CSS
1300 000 277

PSS
1300 000 377

for the cost of a local call

Fax

(02) 6275 7010

Internet

csc.gov.au

How to use this form

Please use CAPITAL LETTERS and a black or blue pen.

Mark boxes like this with a ✓ or ✗ then fill out the next question or section.

Submitting your form

Send your completed application and attachments to:

CSS/PSS

GPO Box 2252

Canberra ACT 2601

AUSTRALIA

or email to:

formsandapplications@csc.gov.au



Application for Death Benefit

Form start

Read each section of the form carefully before filling it in.

A

About the deceased

- AGS/Reference number
- Member of CSS PSS
- Salutation Mr Mrs Ms Miss Other
- Surname
- Given name(s)
- Former surname (if applicable)
- Date of birth / /
- Date of death (please attach a certified copy of the death certificate or forward later when available). / /
- Was the deceased legally married or in a relationship that was registered under a law of a State or Territory as a prescribed kind of relationship? Yes, please provide details below No Not sure
- Spouse/partner's surname
- Given name(s)
- Email address @
- Contact number



The information provided in this form is general advice only and has been prepared without taking account of your personal objectives, financial situation or needs. Before acting on any such general advice, you should consider the appropriateness of the advice, having regard to your own objectives, financial situation and needs. You may wish to consult a licensed financial advisor. You should obtain a copy of the relevant Product Disclosure Statement (PDS) and consider its contents before making any decision regarding your super.

Child/Guardian's address

SUBURB

STATE

POSTCODE

Email address

@

Contact number

Please attach details of any other children under age 25.

B About the person making this benefit application

10.

Surname

Given name(s)

Postal address

SUBURB

STATE

POSTCODE

Relationship to deceased

Date of birth

Phone number

BUSINESS HOURS

AFTER HOURS

MOBILE NUMBER

As the person making this application, you are required to provide identification details in accordance with Part E.

C About the estate

11.

Did the deceased leave a Will?

Yes – please provide a copy and, go to **next question**

No – go to **question 13**

Not sure

12.

Is it intended to take out Probate?

Yes – please provide a copy when available. Go to **Part D**

No – go to **next question**

Not sure

13.

Is it intended to take out Letters of Administration?

Yes – please provide a copy when available. Go to **Part D**

No – go to **Part D**

Not sure

D Payment details

Please provide details of the account you want the benefit paid into. The account must be an Australian bank account in your name, an estate bank account opened in respect of the deceased member, or a trust account for the solicitor assisting you with the estate.

14.

Type of financial institution

Savings bank

Building society

Trading bank

Credit union

Name of institution	<input type="text"/>
Name of account holder	<input type="text"/>
Branch location	<input type="text"/>
Branch (BSB) number	<input type="text"/> - <input type="text"/>
Account number	<input type="text"/>

E

Identification requirements

15.

To confirm your identity, we need some information from you—this is to protect your benefit against fraud, money laundering and terrorism financing, under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*.

Verifying your documents

You can authorise us to verify your identification electronically using the Document Verification Service (DVS). DVS is a national online system that allows approved government agencies and organisations to compare a member’s identifying information with a government record. It is not a database and does not store any personal information. Requests to verify a document are encrypted and sent via a secure communications pathway to the document issuing authority for checking.

If you don’t provide authorisation to have documents verified electronically or your documents are incompatible with DVS, you will need to provide certified copies of required documents. Please also refer to the section Certifying your documents.

An electronic copy of your identification documents will be stored in a secure environment and hard copies will be securely stored off-site. All copies will only be used for the purpose of confirming your identity. You need to send in identification with every application.

DVS is only compatible with some identification documents, these have been listed below.

Certifying your documents

If you’re providing certified documents, the certifying authority must confirm in writing you are the valid holder of the identification you are presenting, and any copies are true copies of the original.



IMPORTANT: The certification must include the name, signature, qualification and registration number of the certifying authority (if applicable), and the date of the certification.

The following sample of certifying authorities can certify your documents in Australia:

- Dentist
- Employee of a Commonwealth authority engaged on a permanent basis with five or more years of continuous service who is not specified elsewhere in this document
- Financial Adviser or Financial Planner
- Justice of the Peace (JP)
- Legal Practitioner
- Medical Practitioner
- Member of the Australian Defence Force who is:
 - an Officer; or
 - a Non-Commissioned Officer within the meaning of the *Defence Force Discipline Act 1982* with five or more years of continuous service; or
 - a Warrant Officer within the meaning of that Act.
- Midwife
- Notary Public
- Nurse
- Occupational therapist
- Physiotherapist
- Psychologist.

Please note:
We require a copy of both sides of your identification document.

For a full list of certifying authorities refer to **Schedule 2** of the *Statutory Declarations Regulations 2018* available at legislation.gov.au

