



Child of a deceased pensioner

Reversionary pension application

Important information about this form

What this form is for

You can use this form if you are the child of someone who passed away while in receipt of a pension from PSS, CSS, the 1922 Scheme or the PNG Scheme. You can also use this form if you have care, control or custody of the child of a deceased pensioner.

A child of a deceased pensioner **may be eligible** to receive a pension; this is referred to as a **Reversionary Pension**.

If a deceased pensioner has multiple children, please photocopy and complete Section C for each additional child and return it with the rest of the form and any requested identification documents.

You should read the relevant scheme factsheet listed below, before completing this form.

Definition of an eligible child

An eligible child can be the child of the deceased pensioner, or the child of the deceased pensioner's spouse or partner. A child includes an adopted child or a child within the meaning of the *Family Law Act 1975*.

An eligible child is a child under the age of 18 who was wholly or partially financially dependent on the pensioner. Children under 25 may also be eligible if they are in full time study.

For more information on the definition of an eligible child, please see the **CSS** or **PSS Death benefits** factsheets available from our website under **Advice and resources**. Please note: 1922 Scheme and PNG Scheme applicants should refer to the CSS factsheet. If you need assistance call us on **1300 001 777**.

How to use this form

Please use a black or blue pen.

- Mark boxes like this ☐ with a ✓ or ✗ then fill out the next question or section.
- Where you see a box like this ☐ ➔ **Go to 3** – skip to the question number shown. You do not need to answer the questions in-between.
- Where you see a box like this ☐ ➔ **Attach A** – attach the requested documents.

Submitting your form

Please post your completed, signed application form and attached documents to:

CSS/PSS
GPO Box 2252
Canberra ACT 2601
AUSTRALIA





About the deceased pensioner

1. Details

Salutation	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other	<input type="text"/>
Surname	<input type="text"/>					
Given names	<input type="text"/>					
Date of birth	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of death	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Scheme details

Many pensioners are members of only **one** scheme. However, a pensioner may have been a member of **more than one** scheme.

Please provide the pension reference number for each pension received:

Pension Reference Number	<input type="text"/>	Scheme	<input type="text"/>
Pension Reference Number	<input type="text"/>	Scheme	<input type="text"/>
Pension Reference Number	<input type="text"/>	Scheme	<input type="text"/>
Pension Reference Number	<input type="text"/>	Scheme	<input type="text"/>
Pension Reference Number	<input type="text"/>	Scheme	<input type="text"/>

3. Number of children

How many children did the pensioner have?

If a pensioner had multiple children, please photocopy Section C and complete it for each additional child, then return it with the rest of the form and any other requested documents.

4. Eligible spouse or partner

Did the pensioner have a spouse or partner at the time of their death?

Yes ☐
No ☐

Go to 5

Is the spouse/partner the parent of the child this application is for?

Yes ☐

If you or someone else was the pensioner's spouse/partner at the time of their death, then a **Spouse of a pensioner – Reversionary pension application** form must also be completed so that your/their eligibility for a Spouse Reversionary Pension can be assessed. Please refer to the **CSS or PSS Death benefits** factsheets.

No ☐



About you

5. Person completing this form

Are you the child of a pensioner, or the parent/guardian of the child of a pensioner?

Child

☐

Go to 7

Parent/Guardian

☐

Complete this section

6. Your details

What is your relationship to the child?

Parent

☐

Guardian

☐

Attach evidence that you are the guardian and complete this section.

Evidence could include a will showing that the child has been put into your care, or evidence that you have enrolled the child in school.

Salutation

☐

Mr

☐

Mrs

☐

Ms

☐

Miss

☐

Other

Surname

Given name(s)

Date of birth

Address

RESIDENTIAL ADDRESS

SUBURB

STATE

POSTCODE

POSTAL ADDRESS

IF YOU DO NOT WANT MAIL SENT TO YOUR HOME, PLEASE PROVIDE AN ALTERNATE MAILING ADDRESS BELOW:

SUBURB

STATE

POSTCODE

Phone number

BUSINESS HOURS

AFTER HOURS

MOBILE NUMBER

Email address

☐

If you provide your email address, we will provide your pension advice letter and Payment Summary electronically via Pensioner Services Online and notify you by email of when they are available. Please tick this box if you want paper copies of those documents to be sent to the postal address above instead. You can change your communication preference at any time via Pensioner Services Online.



7. Details

[illegible]

Salutation

Surname

[illegible][illegible][illegible]

D	D		M	M		Y	Y	Y	Y
		/			/				

RESIDENTIAL ADDRESS

[illegible][illegible]

SUBURB

[illegible]

STATE

--	--	--

POSTCODE

--	--	--	--

POSTAL ADDRESS[illegible][illegible]

SUBURB

[illegible]

STATE

--	--	--

POSTCODE

--	--	--	--

BUSINESS HOURS

--	--	--	--	--	--	--	--	--

AFTER HOURS

[illegible]

MOBILE NUMBER

--	--	--	--

--	--	--	--	--	--

Email address

[illegible]

@

[illegible]

 Section C continued on next page

Please note that pensions can only be paid to an account in **your name** and **must be in Australia**. This can be a joint account.

Type of financial institution ☐ Savings bank ☐ Building society ☐ Credit union

[illegible][illegible][illegible]

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 **Sign**

SIGNATURE

D	D		M	M		Y	Y	Y	Y
		/			/				

Please provide us with a completed **TFN declaration** form for each child. It is not an offence to not quote your/their TFN. **However, if you do not provide your/their TFN for a child aged 18 or older, we are required to withhold tax on any benefit paid at the highest marginal tax rate.**

- an Australian Post Office
or
- the Australian Taxation Office
or
- you may request that we send a **TFN declaration** form to you.

11. Age of child

Yes ☐ Go to 12

No ☐

Were you/the child financially dependant on the deceased at the time of their death?

Yes ☐ Go to 15

No  You/the child may not be eligible to receive a reversionary pension.
Please call us on **1300 001 777** to discuss your/the child's situation.

Are you/is the child currently studying full-time?

Yes ☐

No ☐ You/the child may not be eligible to receive a reversionary pension.
Please call us on **1300 001 777** to discuss your/the child's situation.



Yes ☐ Attach a certified copy of the relevant document and provide their details below

No ☐ Go to 16

E Application checklist

16. I have attached the following documents

- ☐ **A certified copy of each child's Birth Certificate)***
- ☐ **Certified Identification Documents** (see **Section F** for requirements).
If you are a guardian, please provide certified identification for yourself and the child/ren.
- ☐ **Tax File Number declaration form for each applicant**
- ☐ **Certified copy of the Death Certificate (if available)**
If you have not yet received the Death Certificate, send us your application form with the other requested documents as soon as possible and send us a copy of the Death Certificate as soon as you receive it. This will allow us to start processing your request.
- ☐ If you have given authority for someone to act on your behalf, attach a certified copy of that document.

*If you are a surviving spouse filling out this application for an eligible child, this is the only identification required.

17. Ongoing correspondence

At times, CSS/PSS may need to contact you, or will send you updates about any pensions you may have with us.

If your personal or banking details change, please notify us as soon as possible by contacting us on **1300 001 777**.

F Identification requirements

To confirm your identity, we require 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

Identifying documents may be verified through 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.

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

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.

For a full list of certifying authorities refer to **Schedule 2** of the *Statutory Declarations Regulations 2018* available at www.legislation.gov.au/Details/F2018L01296

How can I meet the identification requirements?

You only need to provide **one** document from the **Primary photographic identification** category.

If you can't provide any **Primary photographic identification** you will need to provide **one** secondary identification document from List A **AND** **one** secondary identification document from List B. We can only accept documents that are listed below for identification purposes.

If the name we hold on file for you is different to the name on your identification, or two pieces of identification are in different names, please provide a certified copy of your **Marriage** or **Change of Name certification**.



If you would like us to use DVS to verify your identification, please provide authorisation by placing a check in the box below.



☐




I confirm that I am authorised to provide the personal details presented and I consent to the information being checked with the document issuer or official record holder via third party systems for the purposes of confirming my identity.



You must provide a copy* of one of the following:

Primary photographic identification

DVS compatibility is shown as  or 




-  A current Australian Driver's Licence (front and back of licence must be provided).
-  A current Australian Passport (or one which has expired within the last two years).
-  A current Australian Proof of Age card (issued under a State or Territory law).

If your documents are incompatible with DVS, don't forget to provide certified copies.

Secondary identification requirements

Only provide these documents if you're unable to provide **one** of the **Primary photographic identification** documents.




List A

-  Your Australian Birth Certificate or extract issued by a State or Territory.
Please note: Birth Certificate extracts and Birth Certificates issued before 1970 may not be verified by DVS.
-  Your Citizenship Certificate issued by the Commonwealth.
-  Your current Pensioner Concession Card issued by the Department of Human Services.



Section F continued on next page

List B

-  Your notice issued by the Australian Taxation Office (ATO) within the last 12 months that shows your name, current residential address, and records an amount payable either to or from the ATO.
-  Your notice issued by a local council or utilities provider in the last three months showing the provision of services and current residential address. **For example:** rates notice, electricity or water bill.
-  Your notice issued by the Commonwealth or a State or Territory government within the last 12 months showing your name and current residential address, and the provision of a financial benefit. **For example:** a Centrelink letter.

Certifying your documents overseas

If you live overseas and need to have documents certified, it needs to be done by a person in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents. For more information refer to ag.gov.au and dfat.gov.au. Documents provided in a foreign language must be accompanied by a certified translation completed by an accredited translator.

Persons residing overseas and foreign residents may need to contact us.

***Don't send original documents.**



Personal information

18. Please sign and date the following declaration before returning your application to us

- The information I have provided is true and correct to the best of my knowledge.
I acknowledge that it may be a criminal offence to knowingly provide false or misleading information on documents
- I declare that I have read and understood the information in this form and in the relevant scheme factsheet.

 **Sign**

SIGNATURE

D D / M M / Y Y Y Y

Date signed

19. Postal details

Please post your completed, signed application form and attached documents to:

CSS/PSS
GPO Box 2252
Canberra ACT 2601
AUSTRALIA

End Form



Need assistance?
Call us on the phone
numbers below



Email
pensions@css.gov.au
pensions@pss.gov.au



Phone
CSS: 1300 000 277
PSS: 1300 000 377



Financial Advice
1300 277 777



Post
CSS/PSS
GPO Box 2252
Canberra ACT 2601



Web
csc.gov.au



Overseas Callers
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