



# Application for Associate 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 Invalidity Benefits Booklet** for the Commonwealth Superannuation Scheme (CSS) or the Public Sector Superannuation Scheme (PSS) whichever is applicable, available at [csc.gov.au](http://csc.gov.au) or by phoning CSS on **1300 000 277** or PSS on **1300 000 377**.

### Who should use this form?

You can use this form to claim a death benefit of an associate 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;
- An individual, if no LPR can be found.

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

Deceased Person	Conditions for Payment to Estate	Person(s) payable
1. Associate member	The benefit is only payable to the estate	LPR or individual(s) as determined by CSC
2. Associate pensioner	No benefit payable	Not applicable

### 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

### Who should use this form?

If you're applying for a death benefit in relation to a contributing or preserved member of CSS or PSS who did not have an associate membership, please complete the **CP90 Application for Death Benefit form** available on our website [csc.gov.au](http://csc.gov.au)



➡ About this form continued on next page

## 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 and Super Splitting Booklet**
- **PSS Family Law and Super Splitting Booklet**
- **CSS Death Benefits factsheet**
- **PSS Death Benefits factsheet**

## 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

### Fax

(02) 6275 7010

### Internet

csc.gov.au

### PSS

1300 000 377  
for the cost of a local call

## 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](mailto:formsandapplications@csc.gov.au)



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# Form start

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

## About the deceased

- |    |  |  |
|----|--|--|
| 1. | Reference number   | <input type="text"/>   |
| 2. | Associate member of  | <input type="checkbox"/> CSS <input type="checkbox"/> PSS  |
| 3. | 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 name(s)  | <input type="text"/>   |
|    |  | <input type="text"/>   |
| 4. | Former surname (if applicable)   | <input type="text"/>   |
| 5. | Date of birth  | <div> <div>D</div> <div>D</div> <div></div> <div></div> </div> / <div> <div>M</div> <div>M</div> <div></div> <div></div> </div> / <div> <div>Y</div> <div>Y</div> <div>Y</div> <div>Y</div> </div> |
| 6. | Date of death (Please attach a certified copy of the death certificate or forward later when available.) | <div> <div>D</div> <div>D</div> <div></div> <div></div> </div> / <div> <div>M</div> <div>M</div> <div></div> <div></div> </div> / <div> <div>Y</div> <div>Y</div> <div>Y</div> <div>Y</div> </div> |

**CSC**

## CSS

**PSS**

Public Sector  
Superannuation Scheme  
ABN: 74 172 177 893  
BSF: R1004595





## 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 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 3rd 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 




-  A current Australian Driver's Licence.
-  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.

#### 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 authorised as a notary public in a foreign country, or by a person who is on a list of persons before whom a statutory declaration may be made and who has a connection to Australia. **For example:** a doctor who is registered in Australia and working overseas, or an Australian Consular Officer. Refer to [ag.gov.au](http://ag.gov.au) and [dfat.gov.au](http://dfat.gov.au) for more information. 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.

**\*Please, don't send original documents.**

## Attachments

If you have included attachments with this application, please tick the appropriate box/es to ensure they are properly recorded.

- ☐ A death certificate
- ☐ A Will
- ☐ A probate document
- ☐ Letters of administration
- ☐ Identification documents (copies) as set out in **Part E**.
- ☐ Other (please specify)

[illegible]

## Applicant declaration

1.

FULL NAME

[illegible]

declare that I:

- have been advised to read the relevant **Product Disclosure Statement, Death and Invalidity Benefits Booklet, Family Law booklet** and relevant scheme factsheets before completing this application form
- understand the benefit entitlement available
- have only supplied information that is complete and correct
- if applying for a benefit as the legal personal representative, am authorised to sign on behalf of the Estate or the Firm/Office I represent
- understand that if all the required information has not been provided, this application may be returned to me for completion and payment may be delayed.



## Sign

**SIGNATURE**

**SIGNATURE**

Date signed

D	D		M	M		Y	Y	Y	Y
		/			/				

## Lodgement

**You have now completed this form.**

**Send your completed application and attachments to:**

**CSS/PSS  
GPO Box 2252  
Canberra ACT 2601  
Australia**

or email to:  
**[formsandapplications@csc.gov.au](mailto:formsandapplications@csc.gov.au)**

# Privacy

We're committed to protecting your privacy. We collect, hold and disclose your personal information so that we can provide superannuation services to you, improve our products, and keep you informed. We will only share your personal information where necessary and as permitted under our privacy policy. This may include disclosing your personal information to our scheme administrator, service providers or government or regulatory bodies. Your personal information may be accessed overseas by our service providers. Please see our privacy policy for full details. Your personal information will not be otherwise used or disclosed unless required or permitted under law. A full copy of our privacy policy as well as the privacy complaint process is available at [www.csc.gov.au/privacy/](http://www.csc.gov.au/privacy/)

## How can I get more information?



### Commonwealth Superannuation Scheme

**EMAIL** members@csc.gov.au  
**PHONE** 1300 000 277  
**FAX** (02) 6275 7010  
**MAIL** CSS  
GPO Box 2252,  
Canberra ACT 2601  
**WEB** csc.gov.au



### Public Sector Superannuation Scheme

**EMAIL** members@pss.gov.au  
**PHONE** 1300 000 377  
**FAX** (02) 6275 7010  
**MAIL** PSS  
GPO Box 2252,  
Canberra ACT 2601  
**WEB** csc.gov.au

End Form