



## IVCM Heritage Pensions

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# BROOKLANDS SIPP DEATH CLAIM AND NOTIFICATION FORM

## Part 1: Notification of deceased member (PLEASE COMPLETE THIS SECTION IN ALL CASES)

Please use this form if you are informing Heritage Pensions Limited of the death of a Brooklands SIPP member on pages 2 to 4 in full.

We will require Part 2 to be completed by the claimant i.e. legal personal representative.

Please note that this part of the form is to provide Heritage Pensions Limited with an overview so we can consider all parties in the claim. Where the informant is not the claimant, we will require the claimant declaration completing on page 6.

## Part 2: Death claim form for executors, administrators or beneficiaries

If you are notifying Heritage Pensions Limited of the death of an Brooklands SIPP member, but also believe you are the claimant by being named on the original members application on the expression of wish, or if there was no expression of wish completed, then you are the legal representative on the deceased's will through a grant of probate, or if no will through the court granting a letter of administration, then please complete the form in full.

Therefore both Part 1 and at least 1 option from Part 2 is required.

## Solicitors Information

We understand that this is a difficult time for the beneficiaries and their family. Where there are solicitors involved, the solicitors may complete the form but the form has to be signed by the beneficiary in relation to the executor or administrator i.e. the claimant. Please ensure the solicitors details are completed within the form.

## On Receipt of the completed form

The SIPP is written under a discretionary trust and as such the Trustees have absolute discretion when it comes to the payment of death benefits.

If the member has nominated a beneficiary the wishes of the member will be taken into consideration, however, the Trustees have a duty to make enquiries and gather information to identify all potential beneficiaries. For example, what a will says, forms a part of the decision making.

## Part 1: Notification of Deceased Member

### Deceased Member details

SIPP reference number

Title Mr Mrs Miss Ms Other

Name  
[first name, middle, surname]

Date of birth [dd/mm/yyyy]

National Insurance Number

Date of death [dd/mm/yyyy]

Marital status Single Married Civil Partner  
Divorced Widowed Other

If married, date of marriage/  
civil partnership registration

If divorced, date of divorce

### Solicitor details

Complete this section if a solicitor has been instructed to deal with the Deceased Member's estate

Solicitor's name

Solicitor's firm

Address

	Postcode
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Email address

Telephone numbers Office Mobile

Do you require Heritage Pensions Limited to deal directly with the solicitor? Yes No

**Information to assist Heritage Pensions Limited with the claim**

**Did the member die intestate?** Yes No

**Has the Grant of Letter of Administration been applied for?** Yes No

*If 'Yes' what date was it applied for?* [dd/mm/yyyy]

**Is there a valid Will?** (If 'Yes' we require the original or certified copy) Yes No

**If no executors were appointed, has a Grant of Letters of Administration with Will been applied for?** Yes No

*If 'Yes' what date was it applied for?* [dd/mm/yyyy]

**Has a Grant of Probate been requested?** Yes No

*If 'Yes' what date was it applied for?* [dd/mm/yyyy]

**Informant details**

**Relationship to the Deceased Member**

**Title** Mr Mrs Miss Ms Other

**Name**  
[first name, middle, surname]

**Permanent residential address**

<b>Postcode</b>
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**Telephone number**

**Email address**

**Date of birth** [dd/mm/yyyy]

**National insurance number**

Please provide us with one form of photo ID and one form of address ID e.g. passport, driving licence, bank statement or utility bill (dated within three months)

**Are you a claimant (beneficiary) as well as the informant?** Yes No

*\* If Yes, when completing Part 2 "Death Claim Form", please include your details and those of all other beneficiaries*

**Declaration**

To be signed by the informant

- I understand that the information in section 1 is to notify Heritage Pensions Limited of the death of the member of the Brooklands SIPP
- The information shall be used by Heritage Pensions Limited to process the death claim
- I understand this is the initial stage of the claim and further information and documentation may be required to process the claim
- I understand that if the member has died before age 75 the benefits paid will be tax free provided Heritage Pensions Limited complete the claim process within two years from the date they were first notified of the members death
- I understand that if the member has died aged 75 or over or if the member has died before age 75 and Heritage Pensions Limited cannot complete the claim process within two years, the benefits paid will be subject to a tax charge at the beneficiaries' marginal rate of tax
- I confirm the information provided is to the best of my knowledge and belief true and accurate
- I have enclosed an original or certified copy of the death certificate (please note the death certificate must be in English or translated into English by a translation company and certified by a solicitor or notary public in the UK)

**Signature**

**Name**

**Dated** [dd/mm/yy]

## Part 2: Death Claim Form

Please photocopy pages 5 and 6 for every additional beneficiary

### Beneficiary details

#### Relationship to the Deceased Member

Title                                  Mr                                  Mrs                                  Miss                                  Ms                                  Other

**Name**  
[first name, middle, surname]

**Permanent residential address**

Postcode
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**Telephone number**

**Email address**

**Date of birth** [dd/mm/yyyy]

**National insurance number**

Please provide us with one form of photo ID and one form of address ID e.g. passport, driving licence, bank statement or utility bill (dated within three months)

### Chosen option(s)

- A** Please pay a lump sum death benefit
  
- B** Please pay a pension death benefit  
(you will need to request and complete an International Expat SIPP application form)
  
- C** Transfer out to another pension provider/annuity provider
  
- If we need to sell any investments to provide the benefits requested above we will notify you of any encashment costs the investment provider proposes charging. Some investments may take longer to encash, in particular if they are gated, suspended, and illiquid or based overseas.

**Bank account details**

If options A or B have been chosen please confirm the bank account details where payment should be sent

**Bank**

**Bank address**

Postcode

**Account name**

**Account number/IBAN**

**Sort code/SWIFT code**

**Any reference**

Please provide one of the following documents as evidence of the bank details

Bank statement showing your home address

Void cheque

Void paying in slip

**P46**

If option B has been chosen please complete a P46 form if the Deceased Member was aged 75 or over at date of death. This can be obtained from the Government website [www.pdfFiller.com/100086474-fillabledownload-p46-form-in-word-format-hmrc-gov](http://www.pdfFiller.com/100086474-fillabledownload-p46-form-in-word-format-hmrc-gov)

**Beneficiary Declaration**

To be signed by the beneficiary

- I understand the completion of this form does not guarantee any entitlement to benefits
- I understand this is the initial stage of the claim and further information and documentation may be required to process the claim
- I understand that if the member has died before age 75 the benefits paid will be tax free provided Heritage Pensions Limited complete the claim process within two years from the date they were first notified of the members death
- I understand that if the member has died aged 75 or over or if the member has died before age 75 and Heritage Pensions Limited cannot complete the claim process within two years, the benefits paid will be subject to a tax charge at the beneficiaries' marginal rate of tax
- I confirm the information provided is to the best of my knowledge and belief and is true and accurate

**Signature**

**Name**

**Dated** [dd/mm/yy]

## Part 3: Checklist

### Please return this form with the relevant documents

Death certificate - original or certified copy (please note the death certificate must be in English or translated into English by a translation company and certified by a solicitor or notary public in the UK)

Marriage certificate (if applicable)

Grant of Letter of Administration

Will

Grant of Probate

Beneficiary ID e.g. one form of photo ID and one form of address ID e.g. passport, driving licence, bank statement or utility bill (dated within three months)

Bank account ID if the lump sum death benefit option or the pension death benefit option has been chosen e.g. original bank statement, void cheque, void paying in slip

P46 if the pension death benefit option has been chosen and the Deceased Member was aged 75 or older at date of death

International Expat SIPP application form if the pension death benefit option has been chosen



The Brooklands SIPP is operated by Heritage Pensions Limited who are authorised and regulated by the Financial Conduct Authority. The asset trustee for the Brooklands SIPP is IVCM Heritage Trustees Limited. An agreement is in place between Heritage Pensions Limited and IVCM whereby certain administrative functions in respect of the Brooklands SIPP are outsourced to and undertaken by IVCM.