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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)  **Death-in-Service Resources** |
| **Resource Name** | Template Letter – Letter to Known Legal Personal Representative (LPR) |
| **Resource Reference** | SPS.DTH.DIS.TL.01 (Phase 1) |
| **Description** | Template Letter – Suggested initial letter to Legal Personal Representative for a Deceased Member where the identity of the Legal Personal Representative has been definitively established. |
| **Version** | V1.0 |

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| **PLEASE NOTE:** Administratorsmay accesslegislation, Circulars or Letters to Personnel Officers noted in this Procedure by accessing the Circulars & Legislation Section of the Single Scheme Website at [www.singlepensionscheme.gov.ie/circulars](http://www.singlepensionscheme.gov.ie/circulars) |

**Strictly Private & Confidential**

<<Legal Personal Representative (LPR) Name>>

<<LPR Address 1>>

<<LPR Address 2>>

<<LPR Address 3>>

dd/mm/yyyy

**Re: Single Public Service Pension Scheme**

**Member: <<Member name>> (Deceased)**

**Date of Death: <<Date of Death>>**

Dear <<Title>> <<Surname>>

I regret to learn of the death of the above-named.

I am writing to you in your capacity as the Deceased’s Legal Personal Representative. I wish to inform you that the Deceased was a member of the Single Public Service Pension Scheme. As an active member of this Scheme at the date of death, and subject to formal admission of a claim and certain eligibility criteria being met, there may be death benefits payable under this Scheme.

I have enclosed a Death-in-Service Benefits Information Note. This provides general information on Death-in-Service benefits that may be payable:

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| **Death Gratuity** | Payable to *Legal Personal Representative* on receipt of Grant of Probate or Letters of Administration |
| **Survivor Pension(s)** | Payable to eligible *surviving Spouse/Civil Partner* and/or eligible surviving children of the Deceased. |

Your specific attention is drawn to the following:

* The eligibility criteria for entitlement, if applicable, to a Child’s Pension;
* The benefits outlined above and on the enclosed Information Note may be varied where a Pensions Adjustment Order granted by a Family Law Court has been granted against a member’s benefits;
* If the deceased has an entitlement to benefits under any other Irish Public Service Pension Scheme, benefits payable under this Scheme may be reduced to reflect these other entitlements;

To allow me to calculate what Death-in-Service benefits may be payable, if any, you are initially requested in your capacity as the Legal Personal Representative of the Deceased to please:

1. Accurately complete and return the enclosed Death-in-Service Claim Notification Form to me;
2. Forward the originals of the following documents to me:
   1. Original of the Deceased’s Death Certificate
   2. Original of the Deceased’s Birth Certificate
   3. Original of the Deceased’s Marriage/Civil Partnership Certificate, if applicable
   4. If applicable, depending on answers provided on the Death-in-Service Claim Notification Form, other relevant documentation

On receipt of the initial claim documentation, I shall raise queries with any disclosed former Irish Public Service employers to allow me to commence the provisional calculation of any Death Gratuity amount that may be payable to you. Payment of any notified Death Gratuity, in due course, is subject to sight of the original Grant of Probate/Letters of Administration.

Surviving Pensions, if any, are payable directly to the Survivor or the Parent/Legal Guardian in the case of a child under 18 years of age. Where an eligible surviving Spouse/Civil Partner and/or eligible surviving Children of the Deceased have been identified, I will engage separately with the appropriate party to:

* confirm if they are eligible for payment of a Survivor’s Pension;
* calculate the rate of payment of the Survivor’s Pension;
* set-up payment of the Survivor’s Pension and notify any attaching conditions to the continued payment of this pension.

If you have any queries, please contact me by telephone on <<insert Pension Administrator’s Phone Number>> or by e-mail <<insert Pensions Administrator’s Email Address>>.

Yours sincerely

**<<Pension Administrator’s Name>>**

**<<Pension Administrator’s Department>>**