



Notes for Checklist of Documents for the Processing of Pensions to Dependents of Civil Servants

When to use this form

Use this form to claim for Benefits under Pensions (Civil Service Family Benefit) Scheme

Filling in this form

If not filling in this form electronically, please write in BLOCK CAPITALS using a **black** or **blue** inked pen.

Mark boxes like this with a tick ✓ or ✗.

For more information

You may call the Pensions Administration Unit at 876 932 5046 or 876 932 5047 or email pensionsclientservices@mof.gov.jm.

Note: Calls to the Pensions Administration Unit from landlines are charged at a fixed rate determined by your phone provider. Calls from mobile phones may be timed and charged at a higher rate.

Submitting your form

Check that you have answered all the questions you need to answer and that you have signed and dated the form.

Submit this form (with any requested documents) as soon as possible by post of delivery to
Financial Secretary
C/O Director Pensions Administration
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4
JAMAICA

Contents

About Family Benefit.....	2
Documents to be submitted	3
Terms and Conditions	4

What is Family Benefit?

It is a benefit which is payable to dependents upon the death of a contributor in keeping with the provisions of the Pensions (Civil Service Family Benefits) Act

Who is eligible for Family Benefit?

Surviving spouse and **all** children under 19 years of age (in and out of wedlock)

Can Family Benefits continue after attaining age 19?

Yes, provided that the Governor General is satisfied that the child(ren) having attained age 19 years is/are receiving higher education the pension payable will continue until he/she ceases to receive that education; or attain the age of 23 years whichever first occurs.

Application Form	Must be done by Beneficiary. See PAU-010 Form/Notes
Marriage Certificate	Must be the original or a certified copy
Birth Certificate/ Statutory Declaration of Age	Where a birth certificate is not forthcoming, a Statutory Declaration of Age may be submitted.
Death Certificate/Burial Order	Burial Order is section one of the three section pink slip received in order to proceed with burial. Death Certificate is issued at a later date from the Registrar General's Department (RGD).
Tax Payer Registration Number (TRN)	A unique nine-digit identification number assigned to each individual taxpayer, business enterprise, organization (non-profit, partnership, charity, etc.), by way of an automated system.

N.B. Only original documents are acceptable, however on submission of these documents they will be copied and returned to you

Terms and Conditions for e-mail

The Pensions Administration Unit may send you information messages appropriate to your circumstances.

No Pensions Administration Unit generated email will contain your name or contact details.

You will not be required to respond via email to any Family Assistance Office generated message.

Messages you may receive include:

- appointment reminders the business day prior to your appointment
- reminders to provide up-to-date information
- reminders to provide documents

The Pensions Administration Unit will NOT include direct links to ANY website within an email from this service.