

Group Life – Notification of death claim form

This form should be completed by the policyholder.



Please complete all sections as fully as possible. If you are in doubt as to whether you need to disclose a particular fact to us, please state it in full.

Completed forms and accompanying documents can be sent to:

Claims Dept, Unum, Milton Court, Dorking, Surrey, RH4 3LZ.

You can also email forms and documents to: ClaimsUK@unum.co.uk

If you have any queries about completing this form, please call us on: **0345 600 6761**.

If you have completed this via a link to our Adobe Sign electronic form, then it will be returned to us automatically on completion.

Policyholder's details

Policyholder name

Policy number

Deceased's details

Deceased's full name

Date of birth

Date of death

Place of death

Cause of death

Home address

Postcode

Deceased's job title

Insured salary as per your
policy earnings definition

Please note, if the member was on a reduced salary during a period of absence the insured earnings should be the full salary insured prior to this absence.

Lump sum insured

Eligibility questions

Date joined company

Date joined scheme

Scheme category name

Date last actively at work

Where pension membership is part of the scheme's eligibility, we also require the following information.

Date eligible to join company pension scheme

Date joined company pension scheme

Was the deceased still
employed at their date of death? ☐ Yes

☐ No – date employment terminated

Was the deceased on a
fixed term contract ? ☐ Yes – date contract would have ended

☐ No

Evidence of death

For most claims, we are able to confirm the death without needing the original death certificate.

However, we will need to see the original death certificate if:

- The member died outside the UK. We will also need a [death abroad questionnaire](#) completed.
- Benefits with Unum are more than £1,000,000

If only a coroner's interim certificate has been issued, we will need to see the coroner's certificate.

Payment details – Lump sum

☐ Own trust or other 3rd party Master Trust – complete section A below

☐ Unum Master Trust (Registered schemes) – complete section B below

☐ Unum Master Trust (Excepted schemes) – complete section B below

If you do not have your own trust and you are not using the Unum Master Trust, please contact us.

Section A – Own trust or other 3rd party Master Trust

Scheme name

Please provide the trustees' bank account details where payment will be made or you can ask us to pay the beneficiaries direct on your behalf (with the permission of the trustees).

Trustee account details

Bank name

UK Trustee
account name

Sort code

Account number

☐ If the Trustees would like us to pay the benefit to an account other than the UK Trustee bank account, please tick here and we will send you a link to the form to complete.

Section B - Unum Master Trust

(Complete this section if you are participating in any of the Unum Master Trusts)

The Trustees will contact you to investigate the deceased's circumstances and identify their dependants. Please provide your contact details:

Contact name

Phone number

Email address

Address

Postcode

Dependants' pensions

Are you also claiming for a death in service pension?

☐

Yes – Please complete the [dependant's pension supplement](#).

☐

No

Document checklist

As a reminder, supporting documents may include:

- Coroner's interim certificate
- Death abroad questionnaire
- Dependant's pension supplement
- Original death certificate (if benefits are over £1,000,000 or the death was abroad).

You can post these to us at:

Unum Claims Department
Milton Court
Dorking
Surrey
RH4 3LZ

Original certificates will be promptly returned by registered mail.

Where you have opened any of the links to supplementary forms, you will need to complete these separately and send them on when complete.

If you are completing this via our Adobe Sign electronic form you will see 'file attachment' buttons which will allow you to include any supplementary documents with your submission.

Through this document we have made reference to other forms, these forms can be found on the Unum 'Product forms and downloads' page of the Unum website, or you can contact us and we will send you a copy by email or post. Please contact us at ClaimsUK@Unum.co.uk or **0345 600 6761**.

Submission statement

By submitting this completed notification of death claim form, you confirm that:

- All statements made are true and complete
- and
- All information relevant to this benefit claim has been disclosed

Please note, if any information you have provided is found to be deliberately misleading or if you have not given us all the relevant information, we may reject your claim. We may also be entitled to keep any premiums you have paid.

Date completed

Contact name

Position in company

Phone number

Email address

Please make sure you have fully completed this submission statement and included your contact details. It may delay your claim if we need to return your form because of missing information.

You can email your form to us from your company's email (either directly or forwarded by your broker), or post it with a covering letter on your company's headed paper.