

# Request for a Scheme Benefit Award

**\*Estimate - Form to be with JSS 10 Working days before estimate is needed**

**\*Actual - Form to be with JSS at least 28 Working days before last day of service**

\* Delete as appropriate

## Personal Details

Surname	<input type="text"/>	Title	<input type="text"/>
Forenames	<input type="text"/>		
Home address for actuals only	<input style="height: 40px;" type="text"/>		
Date of Birth	<input style="width: 100px;" type="text"/>	Status at last day	<input type="text" value="MARRIED/SINGLE/CIVIL PARTNERSHIP"/>
National Ins. No.	<input style="width: 100px;" type="text"/>	If single, was member single throughout service?	<input type="text" value="YES/NO"/>
		If no, date marriage/civil partnership ended	<input style="width: 100px;" type="text"/>

## Award Details

Type of Award	<input style="width: 90%;" type="text"/>		
Last day of service or date of death	<input style="width: 100px;" type="text"/>	Has the member worked part time since the provision of information for the most recent Annual Benefit Statement?	<input type="text" value="YES / NO"/> <small>If YES, attach form 1C LEAVER</small>
Institute/location	<input style="width: 80%;" type="text"/>	Was the member	<input type="text" value="Fixed Term/Permanent"/>
Was the member in a mobile grade on 1 April 1987?	<input type="text" value="YES/NO"/>		
If there have been any non-reckonable absences that have not been notified to JSS please attach the appropriate form			

## Award Authorisation

I certify that the award, as above, is authorised and that the information given is correct. All part time service and non reckonable absences have been notified.

Authorised Signatory \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**NOTE: Other than for estimates or resignations a JSS2 LEAVER must be completed by the member and sent to JSS as soon as possible.**

<b>JSS USE ONLY</b>	Checked
Verification of authorised signatories	<input style="width: 50px; height: 20px;" type="text"/>

