



My Pension Online - Nominee details

Adding nominee details

To add or amend nominee details

- Log in to My Pension Online (MPO).
- From the top navigation menu, select 'Profile' > 'My Profile'.
- Scroll down to 'Nomination details'.
- Select 'Add nominee' or 'Edit' to either add or amend.

Nomination details

Add nominee +

No records found. Click 'Add nominee' to add new nominee details.

Nomination details

Edit

LM Lucy MacCoy 50%

Date of Birth

12/03/2003

Relationship

Daughter

Address

JM John MacCoy 50%

Date of Birth

12/03/2001

Relationship

Son

Address

How to add nominee -Death Grant Nominee

Teachers' Pensions | For Members Cancel

Nomination details

The benefits percentage assigned must be in whole percentages and add up to 100%.

Financial Dependent **Death Grant Nominee(s)**

Death grant nominee(s)

Add nominee(s) +

Nominee Name	Relationship	Address	% Share ⁱ	
John MacCoy DOB:12/03/2001	Son	11b Lingfield Point, Darlington, DL1 1AX, UK	50.10 %	 
Lucy MacCoy DOB:12/03/2003	Daughter	11b Lingfield Point, Darlington, DL1 1AX, UK	49.90 %	 
Total share			100%	

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Step 1

- You can select the 'Death Grant Nominee' to add or amend your current nominee.
- Then select your option (add or edit).

How to add nominee -Death Grant Nominee

Last Name *

Relationship *

Daughter ▼

Gender *

Female ▼

Percentage Share *

59.90 %

Date of Birth *

12/03/2016 

☐ • I confirm that any previous nominations I have made are cancelled in favour of this one.

• I understand that I can revoke or change this nomination at any time.

• I understand that if I marry, re-marry, or form a civil partnership, my nomination will not be revoked.

• I understand that a death grant is only payable in the following circumstances: death in service; death in deferment (qualified for benefits); and death of a pensioner who has not had 5 years' receipts of their pension.

If a nominee predeceases me, their share of the death grant should be:

☐ • Shared among the surviving nominees in the same proportion as in this nomination.

• Paid to my personal representative as named on the Grant of Probate (or Confirmation if in Scotland).

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Step 2

- Enter the nominee personal details
- Multiple nominees can be added for the Death Grant. Please ensure that the percentage share allocated to each nominee is clearly specified when providing the Death Grant nominee details.
- Percentage must add up to 100%.
- Your nominee information will then be saved and added to your account.

How to add nominee - Financial Dependent

Teachers' Pensions

For Members

Cancel

Nomination details

The benefits percentage assigned must be in whole percentages and add up to 100%.

Financial Dependent

Death Grant Nominee(s)

Financial dependent relative nominee

Add nominee +

No details were found for your financial dependent relative nominee. Click 'Add nominee' to nominate your financial dependent.

Nominee details

If you are unmarried and have not registered as a civil partner or have not nominated a partner to receive pension benefits you may nominate a financially dependent close relative to receive a pension after your death.
For more information about family benefits and nominations, visit [Guide on financially dependent relative nomination](#).

Title *

Mr

First Name *

Jia

Last Name *

MacCoy

Relationship *

Mother

Date of Birth *

12/03/1978

Country *

United Kingdom

☐

- I nominate the above individual as a financially dependent relative to receive a pension when I die.
- I understand that benefits will not be paid unless satisfactory evidence of financial dependencies is provided at the time of my death.
- I understand that it is my responsibility to review my nomination to keep it up to date.
- I confirm that any previous nominations I may have made are cancelled in favour of this one.

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Update

Step 1

- To add a Financial Dependent nominee, click 'Add nominee' and select the 'Financial Dependent' header.
- You will then see an 'Add nominee' option. Click on it to enter your nominee's details.

Step 2

- Enter all the required nominee details and click 'Continue'.
- Your nominee information will then be saved and added to your account.