

# CAF SURVIVOR BENEFITS CHECKLIST

## WHO SHOULD I CONTACT IN THE EVENT OF A DEATH?

Dealing with the death of a loved one is a stressful and overwhelming experience. If you think you are entitled to CAF pension survivor benefits, please contact the Government of Canada Pension Centre to let them know and obtain information. In the case of a death of a Canadian Armed Forces Pension Plan Member or Annuitant, you and/or your family may be entitled to:

- Survivor Pension
- Dependant Child's Pension
- Supplementary Death Benefit, and/or
- Minimum Death Benefit

Medical and Dental Insurance coverage may be available.



### COLLECT REQUIRED DOCUMENTS

Table 1 tells you what documents you will need.



### NOTIFY THE PENSION CENTRE

Once you have collected all the documents you need, send them to the Pension Centre. The Pension Centre contact information is in Table 2.



### CONTACT PENSION CENTRE

After two weeks from mailing the documents, please follow up with the Pension Centre at 1-800-267-0325, to ensure that everything has been received.



### COMPLETE THE PACKAGE

The Pension Centre will send you a package containing information and forms needed to start the benefit payment process. Complete these forms and send them back to the Pension Centre.



### RECEIVE BENEFITS

Once the Pension Centre receives all the necessary documentation for your case, they will begin to process the benefit. The standard processing time to receive your benefit payments is within 30 days of receipt of all required documents.

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## Required Forms

The following table provides a summary of the documents required by the Government of Canada Pension Centre in order for Canadian Forces Superannuation Act benefits to be paid to eligible Survivors and/or beneficiaries.

### Death Benefit Checklist

Required Documents and Information:	Married:	Common Law:
Pension or Service Number	✓	✓
Social Insurance Number	✓	✓
Birth Certificate	✓	✓
Death Certificate	✓	✓
Marriage Certificate	✓	
Direct Deposit Form	✓	✓
Statutory Declaration Form <sup>1</sup>		✓
Proof of Cohabitation Form <sup>2</sup>		✓
Power of Attorney Form (if applicable) <sup>3</sup>	✓	✓

### Child Checklist

Required Documents and Information:	Child(ren) Pension:
Pension or Service Number	✓
Social Insurance Number	✓
Birth Certificate	✓
Death Certificate	✓
Direct Deposit Form	✓
Proof of Education <sup>4</sup>	✓
Unsworn Custody Control <sup>5</sup>	✓
Sworn Custody Control	✓

1 - Claimant's Statement form 2467 & Supporting Statement form 2467-1.

2 - Some examples to prove common law relationship could include: proof of shared address, proof of shared bank account, bills, tax returns etc & form 2016.

3 - General Power of Attorney or a Power of Attorney for Property - Must be one of the following: Certified true copy signed by a commissioner of oaths, lawyer, notary, of Justice of the Peace, or The Original copy (which will be returned to the sender by mail).

4 - Declaration of attendance at an Educational Institute form 2002.

5 - Statutory Declaration - Unsworn Custody Control form 475E & Statutory Declaration form 479E.

## Contact Information

The following provides the contact information for the Canadian Armed Forces Pension Centre.

Visit the Government of Canada Pension Centre website at:

<https://www.tpsgc-pwgsc.gc.ca/fac-caf/srvv/srvv-dev-bec-eng.html>

