**Life Assurance Form**

To: The Trustee of Anchor Trust Life Assurance Scheme

In the event of my death, I would like any lump sum benefit arising under the scheme to be paid to the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Address** | **Details of relationship or dependency** | **Proportion of benefit**  **(must total 100%)** | **Date of Birth of anyone under 18 years** |
|  |  |  |  |  |

I understand that this expression of my wish in no way detracts from the absolute discretion of the Trustee and does not impose any obligations on the Trustee whatsoever.

**Signature of employee:……………………………………………..….Date:……………..……**

**Print Name in full:…………………………………………………………………………………..**

**Job Title:……………………………………………....Location:…………...……….………..….**

**Please return your completed form using one of the options below:**

1. **Raise a request on askHR**, using: Reward > Change to Life Assurance, to be sent an email you can attach your completed form to for it to be uploaded to your MyHR record
2. **Care Homes/Home Care** – Pass to your line manager to add to your employee file
3. **Housing (rented and leasehold)/Central Support** – Return it to your line manager to upload onto MSS. **Line managers** - guidance on uploading the form is on The Bridge: [Departments and Teams / People Hub / 6. Managing My Team / MyHR User guides / Attach new documentation.docx](https://thebridge.myintranet.com/intranet/documents/703/2867)

See [www.AnchorBeingWell.co.uk/LifeAssurance](http://www.AnchorBeingWell.co.uk/LifeAssurance) for more information about the Life Assurance scheme.