

# Death in Service Information Sheet

Seirbhís Chúnaimh  
d'Fhostaithe na Stáitseirbhíse



[www.cseas.per.gov.ie](http://www.cseas.per.gov.ie)



The death of a civil servant while employed in the Civil Service is referred to as a Death-in-Service. There are a number of practical issues for next-of-kin to consider in relation to the Death-in-Service process. This information sheet aims to provide practical guidance and to signpost towards other relevant sources of information. Note: This information sheet is only a guide. Specific details should be sought from the relevant bodies.

## Tax

The Revenue Commissioners should be contacted - Tax credits and reliefs may be affected and refunds may be due. Further information on tax, tax credits and reliefs after bereavements can be found by visiting the below links:

<https://www.revenue.ie/en/life-events-and-personal-circumstances/death-and-bereavement/index.aspx>

[www.citizensinformation.ie/en/money\\_and\\_tax/tax/income\\_tax\\_credits\\_and\\_reliefs/income\\_tax\\_credits\\_and\\_reliefs\\_following\\_a\\_death.html](http://www.citizensinformation.ie/en/money_and_tax/tax/income_tax_credits_and_reliefs/income_tax_credits_and_reliefs_following_a_death.html)

On-duty EAO available at 0818 008120

Monday - Thursday: 9am - 5.15pm

Friday: 9am - 5pm

Appointments are available evening and weekends if required

Email: [cseas@per.gov.ie](mailto:cseas@per.gov.ie)  
[www.cseas.per.gov.ie](http://www.cseas.per.gov.ie)

## Possible Financial Entitlements

The employing department/office should be notified of the officer's death. Any entitlements due will be processed by the Civil Service HR Shared Services Centre, (PeoplePoint). They will contact the next-of-kin with relevant details and documentation requirements.

[www.peoplepoint.gov.ie](http://www.peoplepoint.gov.ie)

## Occupational Benefits

### 1) Civil Service Pension Scheme (Pre 2013 staff)

- **Pensions** - In the case of a married officer or civil partner who dies in service and who was a member of the Spouses' and Children's Contributory Pension Scheme, the surviving spouse/partner and eligible children are entitled to a pension. (note: the children's parents do not have to be married)
- **Pension Entitlements** - This may include one month's salary for the first month following the death of the officer. Thereafter spouses' and children's pensions will be payable. This/these pension(s) will be based on the deceased officer's potential service to age 65. For further information see the website of The Irish Civil Service Pensions Information Centre [www.cspensions.gov.ie](http://www.cspensions.gov.ie)
- **Death Gratuity** - On production of a Grant of Probate (where a Will existed) or otherwise Letters of Administration (see overleaf), a death gratuity is payable to the officer's legal personal representative. This is a lump sum calculated on the greater of:
  1. One year's pensionable remuneration (at the rate applicable at the officer's death); or
  2. the amount of lump sum that would've been payable had the officer retired due to ill-health at the date of death, subject to a maximum of 1 ½ times the officer's pensionable remuneration at the date of death.
- **Single Public Service Pension Scheme (2013) Staff recruited from 2013** are members of the Single Public Service Pension Scheme and have different benefit entitlements. Further information on that Scheme can be found at [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

## State Benefits

- **Widow's, Widower's or Surviving Civil Partner's (Contributory) Pension** is a social insurance payment made to widows, widowers and surviving civil partners. It is based on the social insurance (PRSI) record of **either** the claimant or their late spouse or civil partner. It is not means-tested.  
<https://www.gov.ie/en/service/apply-for-widowers-contributory-pension/>
- **Widow's, Widower's or Surviving Civil Partner's (Non-Contributory) Pension** is a means tested social welfare payment  
<https://www.gov.ie/en/service/269fa9-widows-widowers-or-surviving-civil-partners-non-contributory-pension/>
- The Widowed or Surviving Civil Partner Grant - A once-off payment (€6000 as at Sept 2018) to widows, widowers or surviving civil partners with dependent children  
<https://www.gov.ie/en/publication/b54fee-operational-guidelines-widowed-or-surviving-civil-partner-grant/>

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## State Benefits continued

- **Exceptional Needs Payments** - help with the cost of a funeral if you could not reasonably be expected to meet this cost out of your income.

<https://www.gov.ie/en/service/4eb45-additional-needs-payment/>

## Legal Considerations

**Grant of Probate\*** - This is a formal legal process authorising a person to manage a deceased person's estate which may include, land, property, money etc. owned by the deceased at the date of death. A Grant of Probate is extracted where a person dies leaving a Will. The deceased's assets are administered by an Executor.

**Letters of Administration** are extracted where a person dies 'intestate' (without having made a will). The deceased's assets are dealt with by an Administrator. Application for the Grant of Probate/Letters of Administration can be made through a solicitor or, the Executor/Executrix/Administrator can apply directly themselves.

[www.courts.ie](http://www.courts.ie)

[www.citizensinformation.ie/en/death/the\\_deceaseds\\_estate/dealing\\_with\\_the\\_deceaseds\\_estate](http://www.citizensinformation.ie/en/death/the_deceaseds_estate/dealing_with_the_deceaseds_estate)

## Registering the Death

Follow this link to your local civil registration service  
[www.hse.ie/eng/services/list/1/bdm/contactus/](http://www.hse.ie/eng/services/list/1/bdm/contactus/)

## Other Matters to Consider

- **Life assurance policies** - contact insurers
- **Mortgage** - contact provider
- **Bank, Building Society and Post Office Accounts** - Where accounts are solely in the deceased name they will need to be frozen and eventually closed. If they are joint accounts, they will need to be changed into a single name. Each financial body will advise as to its own procedure.
- **Car Insurance and Motor Tax** - relevant bodies need to be informed of the death
- **Credit card** - companies should be notified and cards cancelled
- **House insurance policies** - may need to be updated
- **Utility providers** - need to be contacted to change names on accounts e.g. gas, electricity

## Other Considerations

- **Trade Union** - If the deceased officer was a member of a trade union, a mortality benefit may be available. Contact the relevant union for further information.
- **Private Health Insurance** - Spouses and civil partners may have the option to stay in the deceased officer's health insurance scheme when receiving their pension. Contact insurance provider for details.
- **Credit Union** - If the officer was a member of a credit union there may be death benefits available. Contact the credit union directly.
- **Additional Voluntary Contributions (AVC)** Life assurance plans. The deceased officer may have paid in to a private plan which pays out a death benefit.
- **Public Service Friendly Society** - If the deceased officer was a member of this benevolent fund there may be financial support available if funeral costs would cause hardship.
- **Payslip** - If a hardcopy of the deceased's payslip is not available, contact the deceased officer's former employing department.

## Other Considerations

- Civil Service Employee Assistance Service
- Citizens Information  
[www.citizensinformation.ie](http://www.citizensinformation.ie)
- Credit Unions
  1. Public Service Credit Union  
[www.pscu.ie](http://www.pscu.ie)
  2. Cana Credit Union (Revenue staff only)  
[www.canacu.ie](http://www.canacu.ie)
  3. local Credit Union
- Irish Hospice Foundation  
[hospicefoundation.ie/our-supports-services/bereavement-loss-hub/](http://hospicefoundation.ie/our-supports-services/bereavement-loss-hub/)
- NOSP - for those bereaved by suicide  
[www.hse.ie/eng/services/list/4/mental-health-services/nosp/](http://www.hse.ie/eng/services/list/4/mental-health-services/nosp/)
- Barnardos- Bereavement support for children and young people [www.barnardos.ie](http://www.barnardos.ie)
- Rainbows Ireland - peer support for children  
[www.rainbowsireland.ie](http://www.rainbowsireland.ie)
- AnamCara Supporting Parents after Bereavement  
[www.anamcara.ie](http://www.anamcara.ie)
- Public Service Friendly Society [www.psf.s.ie](http://www.psf.s.ie)

## You will need....

- PPS numbers for the deceased and yourself
- Copies of the Death Certificate
- Copies of Marriage or Civil Partnership Certificate
- Copies of Birth Certificates
- Recent payslip
- Funeral receipts
- Copies of the Will

Civil Service Employee Assistance Service (HQ)  
Department of Public Expenditure and Reform  
4th Floor, St. Stephen's Green House,  
Earlsfort Terrace,  
Dublin 2, D02 PH42, Ireland

Tel: 0818 008120  
Email: [cseas@per.gov.ie](mailto:cseas@per.gov.ie)  
[www.cseas.per.gov.ie](http://www.cseas.per.gov.ie)