



EUROPEAN COMMISSION
Directorate-General for Human Resources and Security

**ARRANGEMENTS IN THE EVENT OF THE DEATH
OF A RETIREE**

May 2024

WHAT YOU NEED TO KNOW

Dealing with the loss of a loved one is never easy. During this turbulent time, the bereaved must carry out a series of administrative formalities and may also face previously unimagined financial difficulties.

This situation can be even more difficult for families who do not know how the European Commission works.

This leaflet has been written not only for you, our retired Commission staff, but also for your loved ones.

It sets out all the information you would need when a retired staff member dies (in accordance with the [Staff Regulations](#)).

WHOM DO I INFORM AT THE EUROPEAN COMMISSION?

The Pensions Department will send the necessary information to the surviving dependants:

- documents to be filled in: forms notifying personal and bank account details;
- documents to be provided: the death certificate and, where necessary, details of the notary handling the estate;
- useful information on the services available to surviving dependants (sickness insurance, social services).

Pensions Department

Tel.: +32 2 29 11111

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1. THE IMPORTANCE OF KEEPING YOUR PERSONAL DATA UP TO DATE

In case of emergency, the Commission must be able to contact you or your loved ones. This is why it is so important to regularly update personal information such as your private address and telephone number, your emergency contact's telephone number, etc.

All you have to do is go to the database (<http://www.cc.cec/SYSPER2/per/viewPerson.do>) and make the necessary changes. Your information will be treated with complete confidentiality.

You can also inform the PMO by telephone on +32 229 11 111.

2. WHAT ARE THE USUAL ADMINISTRATIVE STEPS TO BE TAKEN WHEN SOMEONE DIES?

Legislation can vary from country to country, but when someone dies the family must usually:

- contact a funeral director to organise the funeral. This person will be able to help you make the necessary arrangements;
- notify the relevant bodies: the municipal authorities, the consulate, the Commission, etc.;
- request a death certificate from the authority responsible; funeral directors will usually do this upon request;
- request the death certificate from the doctor who confirmed the cause of death;
- contact a notary to handle the formalities linked to the estate.

3. WHAT DOCUMENTS DO I NEED TO PROVIDE TO THE EUROPEAN COMMISSION?

You should submit the following documents to the social welfare department as soon as possible:

- the death certificate and where applicable, proof of marital status at the time of death;
- the private contact details and bank account details of the surviving spouse and dependent children. These are to be provided using the 'legal entity' and 'financial identification' forms, which will be sent by the social welfare department or can be downloaded by clicking on the following links:
 - https://commission.europa.eu/publications/financial-identification_fr
 - https://commission.europa.eu/publications/legal-entities_fr
- copies of the identity cards of all the surviving dependants;
- school enrolment certificates for the children recognised as dependants when the death occurred, including if they are aged 18 to 25 and are still recognised as dependants. Please note that this certificate will be requested each year.

4. DOES THE COMMISSION HELP WITH FUNERAL COSTS?

In the event of death, the Joint Sickness Insurance Scheme provides for an allowance of EUR 2 350 to help cover funeral costs.

NB: Please note: any amounts owed to JSIS by a JSIS member cannot be offset against the funeral allowance, except with the agreement of the JSIS member or of the surviving dependants if the member is the deceased person.

Department responsible:

PMO JSIS – Funeral Allowance

Postal address: European Commission / JSIS – Funeral allowance, 1049 Brussels

Telephone: **+32 2 29 11111**

from 09:30 to 12:30

Email: PMO-RCAM-BRU-FRAIS-FUNERAIRES@ec.europa.eu

Within the Commission:

<https://myintracomm.ec.europa.eu/staff/FR/health/specific-events/Pages/funeral-expenses.aspx?ln=fr>

5. WHAT HAPPENS TO THE DECEASED’S PENSION?

The deceased’s salary will continue to be paid to the surviving spouse or dependent children until the end of the third month following the death. (Article 70 of the Staff Regulations)

If the deceased has no surviving spouse or dependent children, this payment will not be made.

Department responsible:

PMO Pensions

Telephone: **+32 2 29 11111**

6. HOW DO I OBTAIN A SURVIVOR’S PENSION?

The following persons are eligible for a survivor’s pension, under certain conditions ([Chapter 4 of Annex VIII to the Staff Regulations](#)):

- the deceased’s spouse, if:
 - the legal marriage took place before retirement and lasted for at least 1 year
 - the legal marriage took place after retirement and lasted for at least 5 years
- the divorced spouse who has not remarried and can prove that they were entitled to maintenance from the deceased at the time of death.

A registered non-marital partner benefits from the same rights as a married spouse in this respect only if the partnership meets all the conditions set out in [Article 1 of Annex VII to the Staff Regulations](#), and in particular if the partners could not officially marry in a Member State.

A survivor's pension:

- must be requested in the year of death. Failure to do so will result in the entitlement being forfeited ([Article 42 of Annex VIII to the Staff Regulations](#));
- is to be paid from the fourth month following the month of death or from the first month after death in the case of pensions paid to former spouses;
- is paid at the end of the month, not on the 15th of the month as is the case for salaries;
- ceases to be paid if the surviving spouse remarries.

Department responsible:

PMO – Survivors

Telephone: : **+32 2 29 11111**

from 09:30 to 12:30

Email: PMO-SURVIE@ec.europa.eu

Within the Commission:

<https://myintracomm.ec.europa.eu/staff/EN/family/survivors-pension/Pages/index.aspx?ln=en>

7. HOW DO I OBTAIN AN ORPHAN'S PENSION?

Children recognised as dependants when the death occurred will receive an orphan's pension. This pension will be paid until the month of their 26th birthday at the latest, provided they are students or enrolled in vocational training. ([Article 80 of the Staff Regulations](#))

In the event of a child's disability, the pension may in certain cases continue to be granted beyond the age of 26 (see [Article 2 of Annex VII to the Staff Regulations](#)).

Department responsible:

PMO – Survivors

Telephone: **+32 2 29 11111**

from 09:30 to 12:30

Email: PMO-SURVIE@ec.europa.eu

Within the Commission:

<https://myintracomm.ec.europa.eu/staff/EN/family/survivors-pension/Pages/children.aspx>

8. WHAT HAPPENS TO THE FAMILY ALLOWANCES PAID BY THE COMMISSION?

If the surviving spouse is granted a survivor's pension, family allowances will also be paid for children recognised as dependants when the death occurred, under the same conditions as they were paid to the deceased. Furthermore, the dependent child allowance paid for each child will be doubled ([Article 67 of Annex VII](#)).

Department responsible:

PMO Pensions – Family allowances

Telephone: : **+32 2 29 11111**

from 09:30 to 12:30

Email: PMO-PENSIONS-ALLOCATIONS-FAMILIALES@ec.europa.eu

9. WILL I STILL HAVE SICKNESS INSURANCE COVER?

Spouses who receive a survivor's pension and were not already JSIS members in their own right automatically qualify for primary cover under the JSIS upon their spouse's death. In fact, membership with the JSIS is mandatory in this case. The surviving spouse's contribution is calculated on the basis of their survivor's pension.

Recipients of a survivor's pension who are already covered by a social security system may, if they wish, continue to use that system and use the JSIS to top up their cover. ([Article 72 of the Staff Regulations](#))

https://myintracomm.ec.europa.eu/staff/EN/health/insurance/Pages/membership.aspx?ln=en#staff_c ease

Department responsible:

PMO – Joint Sickness Insurance Scheme (JSIS)

Telephone: : **+32 2 29 11111**

from 09:30 to 12:30.

Within the Commission:

<https://webgate.ec.europa.eu/staffcontact/app/#/staff/Membership/form>

10. FINANCIAL ASSISTANCE FOR RETURNING TO THE PLACE OF ORIGIN

For persons who have ceased working at the Commission in the three years preceding the date of death, assistance with removal costs is available for the personal belongings of the surviving dependants and the deceased person, from the last place of employment to the place of origin or a place at an equivalent or shorter distance.

The costs to be refunded are determined on the basis of a quote that must be submitted for the approval of the department responsible before the move takes place.

<https://myintracomm.ec.europa.eu/staff/EN/working-conditions/benefits/Pages/removal-expenses.aspx>

Department responsible:

PMO Pensions – Departure rights

Telephone: : **+32 2 29 11111**

Email: PMO-DEPARTURE-RIGHTS@ec.europa.eu

11. SURVIVING SPOUSE, CHILDREN AND TAX AUTHORITIES

The heirs will have to pay inheritance tax on the deceased's movable and immovable assets. The notary of your choice handling the estate will be able to tell you more.

The surviving spouse and dependent children must pay Community tax on the pensions paid by the EU institutions. These pensions are exempt from all national taxes in the Member States of the European Union.

However, pension recipients must still file mandatory tax returns in their country of residence.

An appointment can be made with a legal adviser.

Department responsible:

Welcome Office

Telephone: **+32 2 29 66600 (Monday to Friday, 09:00 to 12:00 and 14:00 to 16:00)**

Email: HR-BXL-WELCOME-OFFICE@ec.europa.eu

12. PSYCHOSOCIAL SUPPORT

If there are specific difficulties, social workers are available to families for psychosocial support.

Our goal is to look together for the best solutions within our institution and/or in cooperation with external services, through individual or online consultations.

We encourage you to seek help before your problems get any worse. This is the first step to solving them.


