



**NATIONAL ASSOCIATION OF RETIRED
FIREFIGHTERS
Sheffield and Rotherham**

South Yorkshire Fire and Rescue Bereavement Procedure

In the unfortunate event of the death of a retired member, South Yorkshire Payroll and Pensions Section will require notification of the member who has passed away in the form of their name, pension number ('A' number on their payslip), NI number, next of kin details (including a contact number and address) as well as any funeral details if known at the time.

The above information is required to enable South Yorkshire Payroll and Pensions Section to cease payment, and in the event of an overpayment being made forward an invoice to the correct address. The next of kin details will also enable the South Yorkshire corporate admin to contact the deceased family and offer any further assistance.

South Yorkshire Payroll and Pension Contact Details:

South Yorkshire Fire & Rescue
Payroll & Pensions Section
197 Eyre Street
Sheffield
S1 3FG

Claire Davies	(Payroll & Pensions Manager)	0114 253 2472
Andy Kilner	(Payroll & Pensions Supervisor)	0114 253 2476
Tina Jackson	(Payroll & Pensions Assistant)	0114 253 2239
Laura Naylor	(Payroll & Pensions Assistant)	0114 253 2475
Kayleigh Wilkinson	(Payroll & Pensions Administrator)	0114 253 2451

In addition to informing South Yorkshire Payroll and Pensions Section you will also need to inform West Yorkshire Pensions Fund, at the same time, as they will need a copy of the death and marriage certificate. When West Yorkshire Pension Fund receive this information, they will send out a claim form for the widow to complete, the information on the completed form will enable them to assess the widows pension entitlement and calculate her pension payment entitlement.

Once the above process is complete South Yorkshire Payroll and Pensions Section will receive payment instruction from West Yorkshire Pension Fund and set-up the payment of the widow's pension on a monthly basis.

Contact Details for West Yorkshire Pension Fund:

West Yorkshire Pension Fund
PO Box 67
Bradford
BD1 1UP

Tel: 01274 431 223

Email: wypf@bradford.gov.uk

Website: <http://www.wypf.org.uk>