



## South Yorkshire Fire and Rescue Bereavement Procedure

<https://syretfirefighters.uk/pages/Bereavement.html>

In the unfortunate event of the death of a retired fire service member, South Yorkshire Payroll and Pensions Section will require the following details:

- The full name of the member who has passed away
- The date they passed away
- Their pension number (the number on their SYFR pay-slip)
- Their National Insurance number
- The primary next of kin details (including a contact number and address)
- Any funeral arrangements if known at the time

The above information will enable South Yorkshire Payroll and Pensions Section to cease payment, and in the event of an over-payment 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 they may require.

### South Yorkshire Payroll and Pensions – Contact Details:

#### In writing:

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

#### By telephone:

Claire Davies	07768 757674	Andy Kilner	07341 046967
Mandi Davie	07341 046995	Emily Mills	07833 696184
Emma Hardy	07833 699480	Angela Oxley	07570400096

Email: [payroll@syfire.gov.uk](mailto:payroll@syfire.gov.uk)

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 members partner to complete, the information on the completed form will enable them to assess the surviving partner's pension entitlement and calculate their 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 surviving partner's pension on a monthly basis.

### West Yorkshire Pension Fund – Contact Details:

West Yorkshire Pension Fund  
PO Box 67  
Bradford  
BD1 1 UP

Tel: 0127 4 431 223 Email: [wypf@bradford.gov.uk](mailto:wypf@bradford.gov.uk) Website: <http://www.wypf.org.uk>