



In Case of Sudden Illness Bereavement Procedure



National Association of Retired Firefighters **West Midland Fire and Rescue Branch**

In Case of Sudden Illness

In the unfortunate event of a sudden illness of a retired member, please contact the following:

NARF Office (Erdington)

Tel : 0121 380 6059

e-mail : retired.firefighters@wmfs.net

Please Note: The NARF Office at Erdington is manned by volunteers Monday to Wednesday (except Bank Holidays) between the hours of **1000hrs to 1400hrs**. Outside these hours, or if there is no reply, the answer phone will give you an emergency number, or you can contact the following

City of Wolverhampton & Walsall Branch

Name: John Littleton

Tel: 01902620649

Mobile: 07921663502

e-mail: john.a.littleton@blueyonder.co.uk

City of Birmingham Branch

Name: Ian Forrester

Mobile: 07939189337

e-mail : valandian@hotmail.co.uk

City of Coventry & Solihull Branch

Name: Alan Cramp

Tel:

Mobile: 07584 025235

e-mail: alancramp92@hotmail.com

Dudley & Sandwell Branch

- Name: Steve Gray
- Tel: 0121 559 8124
- Mobile: 07878 584238
- e-mail : sgray26@sky.com

Bereavement Procedure

In the unfortunate event of the death of a retired member, ***initial contact must be made to WMFS HQ, Pensions Section on 0121 380 6932 / 6933.***

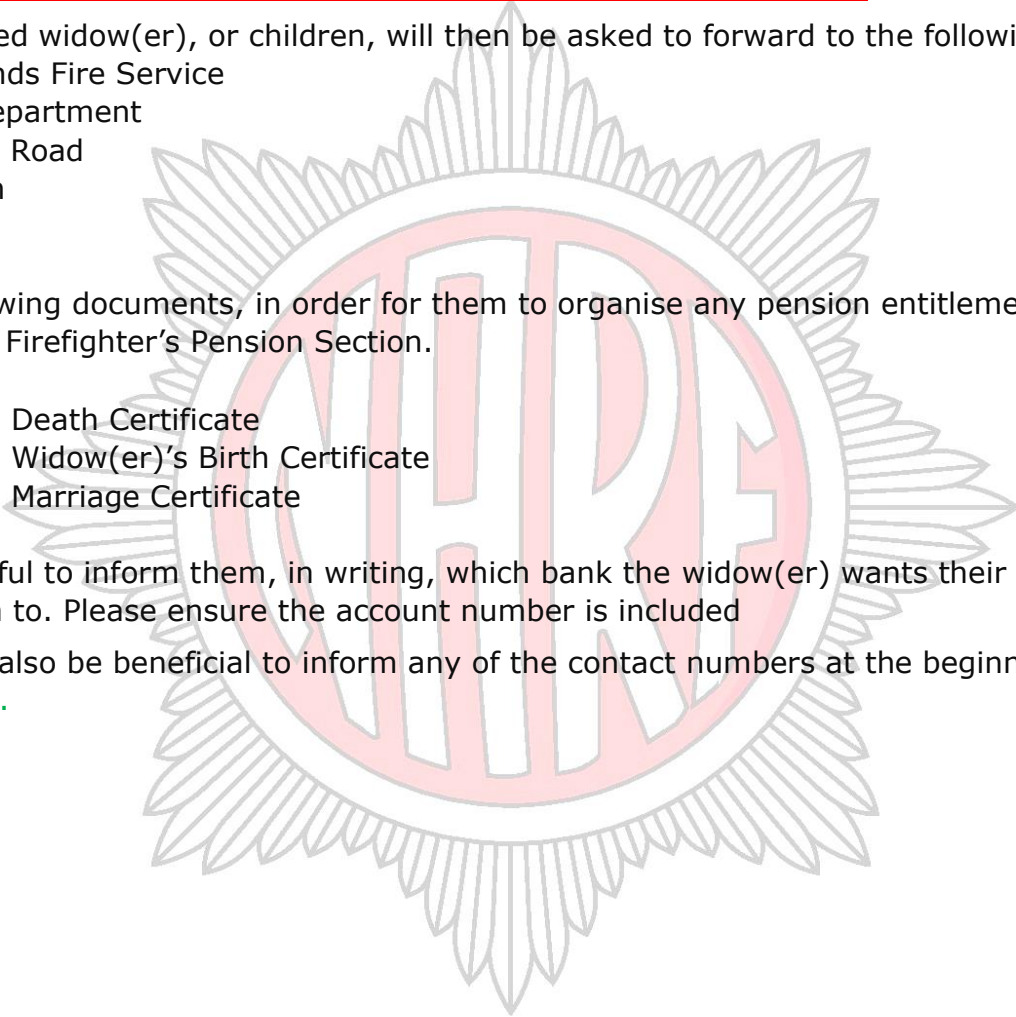
The deceased widow(er), or children, will then be asked to forward to the following address:
West Midlands Fire Service
Pensions Department
99 Vauxhall Road
Birmingham
B7 4HW

The following documents, in order for them to organise any pension entitlement from the Firefighter's Pension Section.

Death Certificate
Widow(er)'s Birth Certificate
Marriage Certificate

It is helpful to inform them, in writing, which bank the widow(er) wants their pension paying in to. Please ensure the account number is included

It would also be beneficial to inform any of the contact numbers at the beginning of this message.



Registering a death





You must register a death with the Registrar of Births, Marriages and Deaths for the district where the death occurred. You need to do this within five days of the death unless it has been referred to the coroner.

Arranging a funeral

Don't make funeral arrangements until you're sure the death doesn't have to be reported to the coroner, as this can affect when the funeral can take place.

The deceased person may have left instructions in their will or a letter about their wishes. They may also have paid into a funeral plan or life insurance policy, or a pension scheme that provides a lump sum towards funeral costs.

If you have to pay for the funeral, you may be able to get a grant to help towards the costs from the Social Fund.

 There are strict rules about who can get help  and how much.  Download the guide [When someone dies](#)  (PDF 297KB) and factsheet [Planning for a funeral](#) (PDF 252KB) for more information.

Who to tell about the death



When someone dies you need to tell the tax office as soon as possible. See the guide 'A guide to understanding tax when someone dies' on the HMRC website to find out what to do.


A driver's license should be returned to the DVLA and a passport to the UK Passport Agency.


If the person who died had a Lasting Power of Attorney (LPA) or Enduring Power of Attorney (EPA) and you were the attorney, send the original LPA or EPA and a death certificate to the Office of the Public Guardian.


You may need to contact other organisations too, like the deceased person's bank, insurance company, pension scheme provider, mortgage provider, utility company and GP.

What else?

Have a look at the [GOV.UK checklist](#) to see what else you may need to do after a death in England and Wales.

 Download the guide [When someone dies](#) (PDF 297 KB)

 Download the guide [Bereavement](#) (PDF 1.8 MB)

 Download the factsheet [Planning for a funeral](#) (PDF 252 KB)

You may also find interesting...

- [Find out more about bereavement advice](#)
- [Find out about powers of attorney](#)

