**INSTRUCTIONS TO NEXT OF KIN**

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**Instructions and information for Next of Kin when planning for the inevitable**

Name: …………………………………………………………………………………………

Address: ………………………………………………………………………………………

…………………………………………………………………………………………………

Post Code: ………………………….

Date of birth: ………………………..

Place of birth: …………………………

**National Insurance Number**: ……………………………………………………………

**My Doctor**:

Name: …………………………………………………………………………………………

Address: ………………………………………………………………………………………

 .………………………………………………………………………………………

Telephone Number: ………………………………Email: …………………………………

**My Will can be found:** At home/at Solicitors. If you don’t have a will it is recommended that you prepare one. Templates can be found on line. Choose an executor and see a solicitor to ensure it is correct and legally binding.

Solicitor: ………………………………………………………………………………………

Address: …….…………………………………………………………………………………

 ………………………………………………………………………………………………….

…………………………………………………………………………………………………..

Telephone Number……………………………Email ………………………………………

**My Executor is**:

Name: …………………………………………………………………………………………

Address: ………………………………………………………………………………………

…………………………………………………………………………………………………..

Telephone Number: …………………………….. Email……………………………………

**My Widows/Widowers/Partners/Next of Kin/Name is:**

…………………………………………………………………………………………………

Address if different from my own: …………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

Telephone Number: ….………………… Email: …………………………………………

**Who to Inform**

**Fire Service Pension:**

Inform the West Yorkshire Pension Fund of my death: 01274 434999, or pensions@wypf.org.uk or WYPF, PO Box 67, Bradford, BD1 1U

Quote payroll number (on payment advice slip) …………………………….

Plus any other pension provider if applicable and any reference number(s)

**State Pension/Benefits/Allowances etc:**

**Tell Us Once.** Tell Us Once is a service that lets you report a death to most Government organisations in one go. When you register the death, the registrar will: let you know if the service is available in your area, give you the phone number and give you a unique reference number to use the Tell Us Once service online or by telephone.

The Registrar may offer to inform the Tell us Once service on your behalf.

<https://www.gov.uk/after-a-death/organisations-you-need-to-contact-and-tell-us-once>

**Flamesavers** (if applicable)

Contact 01782 615220 email office@flamesavers.co.uk Include membership number

**Staffordshire Fire & Rescue Service Retired Staff Welfare Network:**

Andy Buttery on 07866 951110 or Andy.Buttery@staffordshirefire.gov.uk

**NARF Members:**

If a member of National Association of Retired Fire Service Personnel please inform the Staffordshire Branch Officials:

Chair, Alfred Wilson: alfredwilson@sky.com or

Secretary, Ron Biggs: ronniethewolf@me.com

**Matters to consider**

**Location of important paperwork:**

Provide next of kin with details of bank accounts, credit cards, mortgage statements, life insurance, car insurance, unpaid bills, benefits statements, PAYE form P60 if employed or recent tax calculations if self-employed. driving licence, passport, relevant membership cards etc.

**Details of online user names and passwords:**

Mobile phone, computer, email account, online banking, utility companies, insurance companies, on line shopping accounts, clubs, societies etc. Consider the use of a password managing service that keeps them all in one place and lets you share with your family and friends as required

**Social media accounts**:

Social media accounts pose a number of potential risks when someone passes away. Such as; Privacy risk, Identity theft, Emotional distress, Misinformation and Security risks.

You may want to consider making a Digital Estate Plan by listing your social media accounts and clearly stating your wishes for them.

You could nominate a Digital Executor to manage your accounts after passing, in line with your wishes.

Discuss your digital legacy with family members.

Familiarise yourself with platform tools and settings. Regularly update your plan to reflect changes in your online presence.

Some platforms offer the option to memorialise accounts, transforming profiles into remembrance pages for friends and family to leave messages and memories.

**Ensure the executor of your will has access to enough money**:

The executor may have to pay off debts and bills but they can only get money from the estate when the grant of probate has been issued which can take several months to process. Help may be obtained from a solicitor who can contact creditors and advise how and when payments will be made.

**Arrange a home for your pet(s)**:

This could be helped by registering for the RSPCA’s ‘Home for Life’

**Other sources of Information**

AgeUK - What to do when someone dies – [www.ageuk.org.uk](http://www.ageuk.org.uk)

Citizens Advice – A range of information available including wills, dealing with financial affairs, property and benefits etc – [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

Firefighters Charity – Advice on practical matters and support for dealing with grief and bereavement.- [www.firefighterscharity.org.uk](http://www.firefighterscharity.org.uk) Support line 0800 389 8820

**Funeral Arrangements**

**Details of my Funeral:**

Undertaker Name: ………………………………………………………………………………………………….

Address: …..………………………………………………………………………………………………

…………………………………………………………………………………………………..

Telephone number: ………………………………………………………………………….

Email: …………………………………………………………………………………………

**Funeral** :

I wish to be : BURIED/ CREMATED/ MY BODY LEFT TO SCIENCE/ OTHER : (please specify) :

…………………………………………………………………………………………………

**Religious Service**:

YES/ NO/ HUMANIST - If YES : VICAR/ PRIEST/RABBI/MINISTER (OTHER- please specify) : …………………………………………………………………………………………………

Name: ……………………………… Telephone: …………………………………………

Email: …………………………………………………………………………………………

Other (please specify) …………………………………………………………………………………………………

Hymn/s: ………………………………………………………………………………………………….

………………………………………………………………………………………………….

…………………………………………………………………………………………………..

Music: …………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

Other wishes: Dress, Readings, Speakers – Funeral Directors will also help with these arrangements: ………………………………………………………………………………………………….

…………………………………………………………………………………………………

…………………………………………………………………………………………………

Flowers : YES / NO / FAMILY ONLY/Donations - Which Charity/Cause:

…………………………………………………………………………………………………

Attendance of the Ceremonial Squad: Yes/ No/ Request more information

Entry in Book of Remembrance held at Fire and Rescue Service HQ: Yes/No

Plaque in Memorial Garden at Fire and Rescue Service HQ: Yes/No/Request more details

For more information regarding the above contact Andy Buttery see details above

All of the above is not exhaustive and further advice and information can be obtained from a number of sources.

It can, of course, also be adapted for use by family members

You may also think of other matters that you think should be included. It is also worth revisiting this document from time to time to keep it up to date with your wishes.

**Notes:**