

## Information you need to know

These guidance notes provide important information about what to do upon the death of a person in receipt of a pension from Dyfed-Powys Police. It also contains contact details for Dyfed Powys Police and Carmarthenshire County Council together with answers to frequently asked questions.

- When a Dyfed-Powys Police pensioner or widow / widower dies, the next of kin or a family member should inform the Payroll Department at Police HQ, Carmarthen.  
They will need to provide the following information:  
Full Name of deceased  
Address of deceased  
Pay number (if known)  
Date of Death  
State if there is a widow / widower or not  
Next of kin if no widow / widower  
Name and address of next of kin
- The Payroll Dept. can be contacted on any of the following numbers (direct line):  
(01267) 226015  
(01267) 226017  
(01267) 226384  
Office hours are 9:00am – 5:00pm (Monday – Friday).
- The police pension is paid monthly in **advance**, therefore in the majority of situations there will be **no** need for an over-payment to be repaid. However, on rare occasions, there **may** be a need to re-pay any pension paid in a new month.  
**Note:** This situation will only arise when the death occurred towards the end of a calendar month and it was not possible to prevent the subsequent monthly pension being processed. (An overpayment can be repaid from the estate and need not be repaid immediately).
- Upon receipt of the relevant documentation the widow / widower will be entitled to a widow's pension, this comprises of **13 weeks** at the full pension rate then reducing to half the pre-commuted pension.  
Following notification of the bereavement, the widow / widower will receive forms from Carmarthenshire County Council who administer the Police Pension scheme.  
**Note:** It is the standard practice of Carmarthenshire County Council to dispatch the relevant forms together with a covering letter approximately seven (7) days after notification of the death. While it is recognised this is a stressful time for family members, the forms should be completed as soon as possible and returned to Carmarthenshire County Council. This will enable the pension to be paid to the beneficiary using a new personal income tax code.

- In many instances, the widow / widower will pay less or no Income Tax and their pension entitlement will be adjusted to either half or two thirds of the existing pension.  
**Note:** The actual amount varies and depends on options taken whilst in service. The widow / widower will be advised as to which particular option applies and the revised pension entitlement.
- **When is the pension paid?**  
The pension is paid on the first day of a calendar month **unless** the first day of the month falls on a Bank Holiday or a weekend.
- **Will the monthly pension increase?**  
Increases in pension are made each **April** and are currently based on the Consumer Price Index (CPI). If there is no increase in the CPI the pension will remain payable at the current rate.
- **Who calculates the Pension Increase?**  
The Government assess the rate of increase with reference to the CPI over the 12 months up to the preceding September (see above).
- **NARPO Membership**  
Upon the death of a NARPO member, widows / widowers are entitled to become members of NARPO in their own right. They will receive a new membership number from NARPO HQ at Wakefield and will continue to receive NARPO News with **no** requirement to pay a subscription fee.  
**Note:** The DPP NARPO Secretary will require their full name, date of birth and any updated address, including E mail and telephone numbers.

**Contact Details (Carmarthenshire County Council)**

Helplines: (01267) 224660 or (01267) 224474

Website: [www.dyfedpensionfund.org.uk](http://www.dyfedpensionfund.org.uk)

Email: [pensions@carmarthenshire.gov.uk](mailto:pensions@carmarthenshire.gov.uk)

Address:

Dyfed Pension Fund,  
Carmarthenshire County Council,  
County Hall,  
CARMARTHEN  
SA311JP

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