

What to do when someone dies – checklist

To help you further, we've put together a simple checklist of the things you need to do after someone has died.

Directgov also contains additional information to help you through this difficult time.

Government and Council departments

The following government and council departments may have been informed:

- State Pension
- Pension Credit
- Council or Social Housing
- Housing Benefit
- Council Tax
- Council Tax Benefit
- Attendance Allowance
- Carer's Allowance
- Blue Badge Parking Permit
- Disability Living Allowance
- Income Support
- Incapacity Benefit
- Employment Support Allowance
- Child Benefit
- Tax Credit
- Library Services
- Electoral Services
- Adult Services

- Children's Services
- Owe Payments To Council
- Bereavement Benefit

What to do in the first 5 days

- Notify the family doctor
- Find the Will - the deceased person's solicitor may have a copy if you can't find one.
- Begin funeral arrangements - you will need to check the Will for any special requests

If there is a Will

- Contact the executor if this isn't you (usually nominated in the Will to sort out the deceased's estate) - to enable them to start the process of obtaining probate

If there is no will

- Decide who will apply to sort out the deceased's estate
- Contact the Probate Registry to apply for 'letters of administration'

Who else to contact

As well as informing people who were close to the person, you may also need to close down accounts, cancel or change insurance details, subscriptions, agreements, payments or direct debits.

Here's a list to help you keep track; just cross through the ones that don't apply:

- Relatives and friend
- Employer
- School
- Solicitor/accountant

Financial Organisations

- General insurance companies - contents, car, travel, medical etc
- Rental, hire purchase or loan agreements
- If the deceased was first named on an insurance policy, make contact as early as possible to check that the insurance will continue
- Pension providers/Life insurance companies
- Banks and building societies
- Mortgage provider
- Credit card providers/store cards

Utilities and household contacts

- Landlord or local authority if the deceased rented a property
- Any private organisation/agency providing home help
- Utility companies if accounts were in the deceased's name
- Royal Mail, if post needs re-directing
- TV/internet companies with which the deceased had subscriptions

Other Considerations

- Bereavement Register and Deceased Preference Service - these will remove the deceased's name from mailing lists and databases
- Cancel memberships of clubs, trade unions, associations with seasonal membership
- Inform church/regular place of worship
- Social groups to which the deceased belonged
- Dentist and other medical providers
- Creditors - anyone to whom the deceased owed money
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Debtors - anyone who owed the deceased money

Benefits and financial help

You may be able to claim certain benefits and one-off payments if you lived with or were dependent on the deceased. Time limits apply, so contact your nearest Jobcentre Plus office as soon as possible to find out.

- Contact Jobcentre Plus
- Check your current benefits and tax credits

Making a new Will

- Surviving relatives and friends of the deceased may need to make a new Will. It's important to ask a solicitor about this.

Bereavement – counselling and support

- If you or someone you know needs counselling or support, ask your family doctor or contact an organisation such as Cruse Bereavement Care. Their aim is to promote the well-being of bereaved people and provide counselling and support. Cruse also offers information, advice, education and training services.