

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

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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

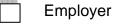
Contact the Probate Registry to apply for 'letters of administration'

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



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
Utiliti	es 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
Othe	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
	roduct Development - Self Paced Study Training
	Tall Us Once Program

TUO Product Development - Self Paced Study Training Handout 7 - Bereavement Checklist V2.0



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.