

Bereavement checklist

The first 5 days

- Register a death
- Tell Us Once reference number

Reference No: _____

Telephone No: _____

- Department for Work and pensions to stop/change a benefit payment
- Locate the Will. Executor details (if it's not you):

If there isn't a Will you will need to

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

- Begin making Funeral Arrangements. Any special instructions included in the Will _____

Funeral Director (if using one): _____

Cemeteries and crematorium department at the local council (if arranging yourself): _____

- Find bereavement support

Organisation: _____

Contact details: _____

- Inform friends and family, including groups and support organisations known to the deceased, etc

Other things to consider

- Check eligibility for bereavement benefits
- Check/alter own tax, pensions and benefits
- Check if you need to apply to stay in the UK (If your right to live in the UK depends on your relationship with someone who died you might need to apply for a new visa)
- Check if you need to and apply for probate
- Check if inheritance tax is applicable

Who else to contact? Below is a general list of possible contacts. Just strike through those that aren't relevant to you

General insurance companies - contents, car, travel, medical etc
Rental, hire purchase or loan agreements
Pension providers/Life insurance companies
Banks and building societies
Mortgage provider
Credit card providers/store cards
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
Bereavement Register and Deceased Preference Service – *for removal from mailing lists, databases, clubs and trade unions*
Church/regular place of worship
Dentist and other medical providers
Creditors - anyone to whom the deceased owed money
Debtors - anyone who owed the deceased money

