

Bereavement Checklist

We've put together a checklist of people and organisations you may need to contact. When you do, it's worth having to hand some key information about the person who has passed away:

- Their National Insurance Number
- Their NHS number
- Their Date and Place of Birth
- Their Date of Marriage or Civil Partnership (if applicable)
- Their Tax Reference (if applicable)
- Their Passport and Driving Licence Number (if applicable)

It may also be a good idea to have details of their personal representatives' names and addresses along with any appointed Solicitors' details.

There are also 2 free online notification services available.

Tell Us Once

This is the Government's free online service which allows you to notify Government organisations in one go. HMRC, Department for Work and Pensions, DVLA, Local Council, Passport Office. For more information please visit: www.gov.uk/after-a-death/organisations-you-need-to-contact-and-tell-us-once

Death Notification Service

Free online service available to enable you to inform participating Banks and Building Societies with one click. For more information please visit: www.deathnotificationsservice.co.uk

Please treat this checklist as a guide as it won't be right for everyone

Legal things to do

Organisation	Comments	Complete
Obtain Death Certificate		
Register Death		
Contact Funeral Director		
Notify Solicitors, Accountants		
Notify Executors named in the Will or appoint Administrators		
If there is a Will, check for any specific requests (e.g. preference for burial, cremation)		

Financial

Organisation	Comments	Complete
Bank		
Direct Debits and Standard Orders		
Building Society 1		
Mortgage Provider, Landlord (if rented accommodation or Housing Association		
Credit Card 1		
Credit Card 2		
Store Card 1		
Store Card 2		
Premium Bonds, National Savings		
Subscriptions to Clubs, Groups, Magazines		
Companies with which they may have had rental, hire purchase or loan agreements (e.g.: Car Loan)		

Insurance

Organisation	Comments	Complete
Car Insurance		
Home Insurance (Buildings and Contents or separately)		
Life Insurance		
Travel Insurance		
Medical Insurance		
Personal Accident Cover Insurance		
Pet Insurance		

Utilities

Organisation	Comments	Complete
Gas		
Electricity		
Water		
Telephone Provider		
Satellite/Cable Provider		
TV License		
Internet Provider		
Mobile Phone Provider		

Other

Organisation	Comments	Complete
HM Revenue and Customs (HMRC) to deal with tax and cancel any benefits *		
Department of Work and Pensions (DWP) to cancel any benefits e.g. Income Support *		
HM Passport Office (HMPO) *		
DVLA with regards Driving License and/or car *		
Local Council – cancel housing benefit, council Tax Benefit, Blue Badge, Housing Services and remove deceased from Electoral Register *		
Royal Mail: Post redirect or post suppression		
Social Services		
Pension Provider (employer or private)		
UK Border Agency (if applicable)		
Medical Services: Doctor, Dentist, Hospital, Opticians		
Child Support Agency		
Children's Services		
Tax Credit Agencies		
Clubs, Trade Unions or associations to cancel any membership they have		

* All the organisations indicated are informed if you use the Government "Tell us Once" service