

# What to do when someone dies checklist

To help you, we've put together a simple checklist to guide you through the process. Some of these things can be done by a close relative or friend; others need to be done by the executor or administrator of the estate. (These are people appointed to carry out the terms of a will).

**Before you start, it is very useful to have the following information to hand about the person who has died. This will make the task of completing any forms or documents much easier.**

- National Insurance number
- NHS number
- Date and place of birth
- Date of marriage or civil partnership (if appropriate)
- Child Benefit number
- Tax reference number

## What to do in the first five days

- Notify the family doctor
- Register the death at the register office
- Find the will (the solicitor of the person who has died may have a copy of this if you can't find one)
- Begin funeral arrangements (you will need to check the will for any special requests or if a Pre Arranged Funeral Plan is in place)
- If relevant, complete form BD8 which is given to you when you register the death and send to the local Jobcentre Plus or Social Security
- If the person who has died was receiving any benefits or tax credits, advise the offices that were making the payments. (If you can't find relevant correspondence, visit [www.direct.gov.uk](http://www.direct.gov.uk) and use the links to the Tax Credit helpline and Jobcentre Plus below)

## If there is a will

- Contact the executor if this isn't you, to enable them to start the process of obtaining probate

## If there is no will

- Decide who will apply to arrange or organise the affairs of the person who has died
- Contact the Probate Registry to apply for 'letters of administration' if necessary.

## Who else to contact

As well as informing relatives and friends, in many cases you'll need to close bank and building society accounts, or cancel or change insurance details, subscriptions, agreements, payments or direct debits. Here's a list to help you keep track (just cross out the ones that don't apply):

- Relatives and friends
- Employer/School
- Bank and Building Society
- Solicitor/accountant
- Phone and Broadband Provider
- Utility Suppliers

## Government organisations

- The relevant Tax Office
- National Insurance Contributions Office if they were self-employed (to cancel payments)
- Child Benefit Office (at latest within eight weeks)
- Local authority if they paid Council Tax, had a parking permit, were issued with a Blue Badge for disabled parking, or received social services help, attended day care or similar
- UK Identity and Passport Service, to return and cancel a passport
- DVLA, to return any driving licence, cancel car tax or return car registration documents/change ownership