
Notes sheet

jobcentreplus

Part of the Department for
Work and Pensions

Funeral Payment from the Social Fund

Help with the cost of a funeral from the Social Fund

- **Please read this notes sheet
before filling in the claim form**

Can you get help?

1 You may be able to get help with the cost of a funeral if you, or your partner

- have arranged the funeral in the United Kingdom (UK), and
- the person who has died had their main home in the United Kingdom when they died
- have arranged the funeral elsewhere in the European Economic Area or Switzerland (but check with your Jobcentre Plus office as this will depend on your circumstances).

We use *partner* to mean

- a person you are married to or a person you live with as if you are married to them, or
- a civil partner or a person you live with as if you are civil partners.

By *United Kingdom*, we mean England, Scotland, Wales and Northern Ireland.

European Economic Area countries are Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and the UK.

Can you get help? continued

2 You can only get help with the cost of a funeral if

- you or your partner are getting one of the following **qualifying benefits or entitlements**

- Income Support
- income-based Jobseeker's Allowance
- Pension Credit
- Housing Benefit
- Council Tax Benefit
- Working Tax Credit which includes a disability or severe disability element.
- Child Tax Credit at a rate higher than the family element.

From April 2007 to April 2008 this means a Child Tax Credit rate of £546 a year or more, or £1091 a year or more if you have a baby under one.

These figures are for a whole year and will be less for part-years, or

- the council tax payer where you live gets a Second Adult Rebate because you are on Income Support, income-based Jobseeker's Allowance, Pension Credit or have a low income.

3 You may be able to get help with the cost of the funeral if

- you have made arrangements for the funeral, and
- you claim within the time limits, and
- you fall into one of the groups of people who are eligible to claim (see note 4).

Who can claim

4 You can get a Funeral Payment if you fall into one of the following groups

- **you were the partner of the deceased at the time of death**

For the purposes of claiming a Funeral Payment, we still treat someone as your partner if you were married to them, civil partners, or living with them as if you were married or civil partners, immediately before you or they went to live in a care home. Or if you were married or civil partners and living in the same care home

- **the deceased was a child for whom you were responsible and there is no absent parent (unless they were getting one of the benefits listed in note 2 of this notes sheet when the child died, or they are in one of the groups listed at note 5)**

- **you were the parent of a still-born child**

- **you were a close relative or close friend of the deceased and it is reasonable for you to accept responsibility for the funeral costs, given the nature and extent of your contact with the deceased.**

By *close relative* we mean

- parent, father-in-law, mother-in-law or step-parent
- son, son-in-law, step-son or step-son-in-law
- daughter, daughter-in-law, step-daughter or step-daughter-in-law
- brother or brother-in-law
- sister or sister-in-law.

Who can claim continued

5 You cannot get a payment as a close relative or close friend of the deceased if

- the deceased had a partner when they died, or
- there is a parent, son or daughter of the deceased who is not
 - getting a qualifying benefit (see note 2 above)
 - or
 - someone who was estranged from the deceased.

By *estranged* we mean that there was a breakdown in the relationship between the person who has died and their parent, son or daughter. We will decide if this applies when we look at the information you give us on the claim form.

unless that person is, at the date of death

- under 18
- aged 18 or over and in full-time education
- receiving asylum support from the National Asylum Support Service (NASS)
- a fully maintained member of a religious order
- in prison or hospital immediately following a period on a qualifying benefit
- ordinarily living outside the United Kingdom, or
- there is a close relative (see above) of the deceased, other than a close relative in one of the excluded groups listed directly above, who was in closer contact with the deceased than you were, or had equally close contact and is not getting a qualifying benefit (see note 2).

How to claim

- 6 Fill in form SF200 Funeral Payment from the Social Fund that came with this claim pack.**

Send it to Jobcentre Plus with all the documents we have asked you for. You must claim within 3 months of the date of the funeral. If you are waiting for a decision on a qualifying benefit or entitlement you must still claim within the time limit.

Send us the funeral director's final bill as soon as you get it.

Help and advice

- 7 The information in these notes is only a general guide to claiming a Funeral Payment from the Social Fund.**

If you want to talk to someone about Funeral Payments get in touch with Jobcentre Plus. We can arrange for someone to see you at home if this is necessary, or at Jobcentre Plus. You can find the phone number and address in the business section of the phone book. Look under **Jobcentre Plus**.

You can also get more information from our website. The address is **www.dwp.gov.uk**
- 8 If you have difficulty filling in the claim form, someone else can fill it in for you. But remember, you must sign the form yourself.**

Jobcentre Plus can help you fill in the form or you can ask a relative, or friend, or someone at an advice centre.

The help you can get

9 If the person who has died had a prepaid funeral plan, please read notes 13 to 16.

A prepaid funeral plan is any arrangement made before death to cover some or all of the costs of a funeral.

10 When you arrange the funeral, please tell the funeral director that you will be claiming a Funeral Payment from the Social Fund.

11 The Funeral Payment can include

- the necessary cost of reopening a grave or opening a new grave and burial costs, or
- in the case of a cremation
 - the necessary cremation fee
 - the cost of any necessary doctor's certificates
 - the cost of removing a pacemaker or other medical device which must be removed before the cremation
- the cost of any documents needed for the release of the assets of the person who has died.

We use assets to mean all the money, savings and property of the person who has died

- when it is necessary to move the body over 50 miles within the United Kingdom to the funeral director's premises or place of rest, the reasonable cost of that part of the journey which is over 50 miles
- when the journey to the funeral is necessarily over 50 miles, the cost of that part of the journey which is over 50 miles for the transport of the coffin and bearers
- the cost of a return journey for you to **either**
 - arrange the funeral, **or**
 - go to the funeral
- up to £700 for any other funeral expenses. This amount includes all other costs in connection with the funeral.

12 If you have a bill for an item which has not been

The help you can get continued

provided by the funeral director

This might be, for example, flowers. We may be able to help with these if the amount paid to the funeral director for other funeral expenses is less than £700.

Prepaid funeral plans

13 We need to know if the person who has died had

- a prepaid funeral plan
A prepaid funeral plan is any arrangement made before death to cover some or all of the costs of a funeral
- a funeral bond
- any other prepaid arrangement like these.

14 We cannot help with any of the items and services listed in note 11 of this notes sheet which are already fully covered by a prepaid plan. But you may be able to get a payment for

- the necessary cost of any items listed in **note 11** that are not covered by the plan
- the necessary part-cost of any items listed in **note 11** that are only partly covered by the plan
- up to £120 for any other funeral expenses.

15 So that we can make a decision about your claim, we need to know what the plan provides. Please send us

- a copy of the original plan
- any documents you have received from the plan provider showing the items and services that the plan provides for this funeral.

16 If a prepaid funeral plan was not paid in full before the person died, we will need to know how much has been repaid or will be repaid by the plan provider. Please send us

- a copy of the original plan
- any documents you have received from the plan provider showing the amount to be repaid.

About any money you may be able to use for the funeral

17 When we work out how much help you can get, we will also look at how much money is available to help you with the cost of the funeral. This could include money from the estate of the person who has died. This could be

- money in a bank, building society or Post Office® account. You may be able to ask the bank or building society to pay the funeral bill if there is enough money in the account
- money from insurance policies
- money from an occupational pension scheme
- money from a burial club or something like this
- any savings or cash of the person who has died
- contributions towards the cost of the funeral from relatives or charities.

18 We will not take into account any lump sum Bereavement Payment of £2,000 from social security or compensation payments from the following government funded trusts

- the MacFarlane Trust
- the MacFarlane (Special Payments) Trust
- the MacFarlane (Special Payments) (No 2) Trust
- the Fund
- the Eileen Trust
- the Department of Health payments in respect of victims of Creutzfeldt Jakob disease
- the Skipton Fund
- the London Bombings Relief Charitable Fund.

How we will pay you

- 19 If we can pay you a Funeral Payment from the Social Fund, we will usually send you a cheque. The cheque will be made payable to the funeral director unless the funeral director's bill has already been paid.**

Please give the cheque to the funeral director as soon as you receive it.

Paying back a Funeral Payment

- 20 A Funeral Payment made from the Social Fund will have to be paid back from the estate of the person who has died. The law says that funeral expenses must be paid before anything else is paid from the estate.**

By estate, we mean

- any assets such as property, land, stocks and shares, savings and any other money or cash belonging to, or owed to, the person who has died
- any money that comes into the estate after the person dies.

- 21 We will write to you or to the person who is looking after the financial affairs of the person who has died. We will ask if the person who has died left any estate from which the Funeral Payment can be repaid.**

This is because money is not always immediately available to pay for the funeral, but may become available later. For example, money may be released later or you may find an insurance policy you did not know about.

- 22 We do not count the home occupied by the partner of the person who has died, or personal possessions left to relatives.**

Our service standards

At Jobcentre Plus we aim to provide a high standard of customer service at all times. The standard of service you can expect from us is explained in the leaflet **OSSA5JP** *Our service standards*.

You can get this leaflet from our website at **www.jobcentreplus.gov.uk**

If you prefer you can ask for a copy from any of our offices.

These notes give general guidance only and should not be treated as a complete and authoritative statement of the law.

Funeral Payment

from the Social Fund

jobcentreplus

Part of the Department for
Work and Pensions

About this form

- Please use this form to claim a Funeral Payment from the Social Fund.
Make sure you read the notes sheet before you fill in this form.
- Payment you can get because of this claim can be paid more quickly if you
 - answer all the questions on this form that apply to you and your partner, if you have one
 - send us all the documents we ask for.
If you cannot do this, get in touch with us, but payment you can get because of this claim may be delayed.
- Remember, you must claim within **3 months** of the date of the funeral. If you are waiting for a decision on a qualifying benefit or entitlement, you must still claim within the time limit.
By *funeral*, we mean a burial or a cremation.

How we collect and use information

The information we collect about you and how we use it depends mainly on the reason for your business with us, but we may use it for any of the Department's purposes, which include

- Social security benefits and allowances
- child support
- employment and training
- private pensions policy, and
- retirement planning.

We may obtain information from others to check the information you provide and to improve our services, and may give information to other organisations as the law allows, for example to safeguard against crime.

To find out more about how we use information, ask for leaflet **GL33 DWP and Your Personal Information** at any of our offices, or visit our website www.dwp.gov.uk/privacy.asp

Part 1 About you

Surname or family name

Mr / Mrs / Miss / Ms

Any other surnames or family names you have been known by or are using now.

Include maiden name, all former married or civil partnership names and all changes of family name.

All other names in full

Date of birth

/ /

Your address

Please tell us your address. Tell us your partner's address, if different.

Postcode

Daytime phone number, if you want to tell us

Code Number

What is this number? Please tick

Home work mobile fax

National Insurance (NI) number

You can find the number on your NI numbercard, letters about your benefit or payslips.

Letters Numbers Letter
[][] [][][] [][][] [][][] [][]

If you do not know your NI number, have you ever had one or used one at any time?

No
Yes

- Please tell us about any other personal details you think we should know about in **Part 9 Other information**, for instance other names or recent previous addresses.

For office use only

Date of SFCS input

/ /

Application number

Initials

Part 2 About the person who has died

● Please tell us about the person who has died.

Their surname

Mr / Mrs / Miss / Ms

Their date of birth

/ /

Their other names in full

Their address

Postcode

Date they died

Date of funeral

Their National Insurance (NI) number

/ /

/ /

Will the funeral take place in the United Kingdom (UK)?

No

Yes

The UK is England, Scotland, Wales and Northern Ireland.

If the funeral is not in UK, in which country will it take place?

Did the person who has died reside in the UK at the time of death?

No

Yes

By *reside* we mean that they had their main home in the UK.

Had they lived in the UK for the past 5 years?

No

Yes

Has anyone else claimed a Funeral Payment for this person?

No

Yes Please tell us about them.

Their full name

Mr / Mrs / Miss / Ms

Their address

Postcode

Part 3 About benefits and entitlements

- The questions in this part of the form will tell us which benefits you or your partner, if you have one, are getting.
We use *partner* to mean
 - a person you are married to or a person you live with as if you are married to them, or
 - a civil partner or a person you live with as if you are civil partners.

If your partner is the person who has died, you do not have to tell us about them.

Do you have a partner?

No

Yes Please tell us about them below.

Their surname

Mr / Mrs / Miss / Ms

Their other names

Their date of birth

/ /

Their National Insurance (NI) number, if you know it

[][] [][] [][] [][] [][]

Are you or your partner getting Income Support or waiting to hear about a claim for Income Support?

No

Yes If you or your partner are **getting** Income Support, please go to **Part 4**.
If you or your partner are **waiting to hear about** a claim for Income Support, please answer the next question.

Are you or your partner getting income-based Jobseeker’s Allowance or waiting to hear about a claim for income-based Jobseeker’s Allowance?

No

Yes If you or your partner are **getting** income-based Jobseeker’s Allowance, please go to **Part 4**.
If you or your partner are **waiting to hear about** a claim for income-based Jobseeker’s Allowance, please answer the next question.

Are you or your partner getting Pension Credit or waiting to hear about an application for Pension Credit?

No

Yes If you or your partner are **getting** Pension Credit, please go to **Part 4**.
If you or your partner are **waiting to hear about** an application for Pension Credit, please answer the next question.

Part 3 About benefits and entitlements – continued

Are you or your partner getting Working Tax Credit which includes a disability or severe disability element, or waiting to hear about a claim for Working Tax Credit which includes a disability or severe disability element?

No

Yes

If you or your partner are **getting** Working Tax Credit which includes a disability or severe disability element, please go to **Part 4**.

If you or your partner are **waiting to hear about** a claim for Working Tax Credit which includes a disability or severe disability element, please answer the next question.

Are you or your partner getting Child Tax Credit at a rate higher than the family element, or waiting to hear about a claim for Child Tax Credit at a rate higher than the family element?

From April 2007 to April 2008 this means a rate of £546 a year or more, or £1091 a year or more if you have a baby under one.

No

Yes

If you or your partner are **getting** Child Tax Credit at a rate higher than the family element, please go to **Part 4**.

If you or your partner are **waiting to hear about** a claim for Child Tax Credit at a rate higher than the family element, please answer the next question.

Are you or your partner getting Housing Benefit or waiting to hear about a claim for Housing Benefit?

No

Yes

Send us the letter from the council which tells you that you are entitled to Housing Benefit.

If you or your partner are **getting** Housing Benefit, please go to **Part 4**.

If you or your partner are **waiting to hear about** a claim for Housing Benefit, send this claim form to us straight away. You will get a letter from the council that tells you if you can get Housing Benefit. Send this letter to us as soon as you can. Please answer the next question.

Are you or your partner getting Council Tax Benefit or waiting to hear about a claim for Council Tax Benefit?

No

Yes

Send us the letter from the council which tells you that you are entitled to Council Tax Benefit.

If you or your partner are **getting** Council Tax Benefit, please go to **Part 4**.

If you or your partner are **waiting to hear about** a claim for Council Tax Benefit, send this claim form to us straight away. You will get a letter from the council that tells you if you can get Council Tax Benefit. Send this letter to us as soon as you can. Please answer the next question.

Part 3 About benefits and entitlements – continued

Is the council tax payer where you live getting **Second Adult Rebate for you or your partner or waiting to hear about a claim for Second Adult Rebate for you or your partner?**

No

Yes

Send us the letter which shows that the council tax payer is entitled to Second Adult Rebate. If they are **waiting to hear about** a claim for Second Adult Rebate, send this claim form to us straight away. They will get a letter from the council that tells them if they can get Second Adult Rebate. Send this letter to us as soon as you can.

- You must remember to send us all the documents we ask for. If you do not, payment you can get because of this claim may be delayed.
- If you or your partner are not getting, or not waiting to hear about a claim for, any of the benefits on **pages 3, 4 and 5**, you will not be able to get a Funeral Payment from the Social Fund.

Part 4 About taking responsibility for the funeral

- We are sorry if some of the questions in this part upset you. By answering the questions as fully as possible, you will help us to decide whether or not you are entitled to a Funeral Payment.

Remember, you can ask us for help if you find any of these questions difficult to answer.

Have you or your partner taken responsibility for arranging the funeral?

No You will not be able to get a Funeral Payment from the Social Fund.

Yes

Is the bill for the funeral in your name or your partner's name?

No

Yes

If you ticked **No**, please say why you are responsible for paying the bill. For example, someone may have made the arrangements on your behalf because you were ill.

Are you claiming expenses for the funeral of a child or a child who was stillborn?

No

Yes Please go to **Part 5**.

Was the person who died your partner at the time of death?

We use *partner* to mean

- a person you were married to, or a person you lived with as if you were married to them, or
- a civil partner or a person you lived with as if you were civil partners.

For the purposes of claiming a Funeral Payment, we still treat someone as your partner if you were married to them, civil partners, or living with them as if you were married or civil partners, immediately before you or they went to live in a care home. Or if you were married or civil partners and living in the same care home.

No

Yes Please go to **Part 6**.

Part 4 About taking responsibility for the funeral – continued

Is there a surviving partner of the person who has died?

No
Yes Please tell us about them.

Their full name

Mr / Mrs / Miss / Ms

Their address

Postcode

Please tell us why this person is not claiming the Funeral Payment.

Please tick to tell us how you are related to the person who has died

- I am their parent
- I am their son
- I am their daughter
- I am their father-in-law
- I am their mother-in-law
- I am their son-in-law
- I am their daughter-in-law
- I am their brother
- I am their sister
- I am their brother-in-law
- I am their sister-in-law
- I am their step-parent
- I am their step-son
- I am their step-daughter
- I am their step-son-in-law
- I am their step-daughter-in-law
- I am a close friend
- Other, please specify

Did the person who has died have any other surviving parents, sons or daughters?

No
Yes

Do not include any children of the person who has died if Child Benefit is still in payment for them.

Part 4 About taking responsibility for the funeral – continued

Was the person who has died estranged from any of the surviving parents, sons or daughters?

By *estranged* we mean that the family relationship had broken down.

Please tell us how the family relationship had broken down.

No

Yes Please tell us the full names of the people who were estranged.

Do any surviving parents, sons or daughters receive a qualifying benefit or entitlement?

Note 2 of the notes sheet that came with this claim pack tells you what the qualifying benefits are.

No Please tell us about them below.

Yes Please answer the next question **and then tell us about parents, sons or daughters on pages 9 and 12.**

Full names of the surviving parents, sons or daughters who **do not** receive a qualifying benefit.

Are they in one of the groups listed in **note 5** of the notes sheet that came with this claim pack?

No Yes

If you answer **Yes** to any of these questions, we may need to write to you for more information.

No Yes

No Yes

No Yes

Are there any other surviving close relatives of the person who has died?

Do not include yourself if you are a close relative. Include your partner if you have one.

By *other close relative*, we mean a

- father-in-law, mother-in-law or step-parent
- son-in-law, step-son, or step-son-in-law
- daughter-in-law, step-daughter or step-daughter-in-law
- brother or brother-in-law
- sister or sister-in-law.

No Please go to **page 11**.

Yes Please tell us about the other close relatives on **pages 9 to 12**.

If you need more space, please use a separate sheet of paper. Remember to put your full name and National Insurance (NI) number on any separate sheet of paper you use.

Part 4 About taking responsibility for the funeral – continued

| | Close relative 1 | Close relative 2 |
|---|---|---|
| Their full name | Mr / Mrs / Miss / Ms | Mr / Mrs / Miss / Ms |
| Their address | | |
| | | |
| | Postcode | Postcode |
| Their relationship to the person who has died | | |
| Their date of birth | <input type="text"/> / <input type="text"/> / <input type="text"/> Letters Numbers Letter | <input type="text"/> / <input type="text"/> / <input type="text"/> Letters Numbers Letter |
| Their National Insurance (NI) number, if you know it. | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| <p>We need to know if you had more or less or about the same amount of contact with the person who has died than the other surviving close relatives you have told us about.</p> <p>It may help you to explain the circumstances to us if you think about your own relationship and the relationship of other close relatives with the person who has died in the following ways</p> <ul style="list-style-type: none"> ● whether they kept in touch and how often ● the type of contact they had, for example, by visit, telephone or letter ● whether domestic or caring assistance was given ● whether they went on social outings or holidays together ● whether contact was limited because of work or domestic responsibilities ● anything else that may be relevant. | | |

Part 4 About taking responsibility for the funeral – continued

| | Close relative 3 | Close relative 4 |
|---|---|---|
| Their full name | Mr / Mrs / Miss / Ms | Mr / Mrs / Miss / Ms |
| Their address | | |
| | | |
| | Postcode | Postcode |
| Their relationship to the person who has died | | |
| Their date of birth | <input type="text"/> / <input type="text"/> / <input type="text"/> Letters Numbers Letter | <input type="text"/> / <input type="text"/> / <input type="text"/> Letters Numbers Letter |
| Their National Insurance (NI) number, if you know it. | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| <p>We need to know if you had more or less or about the same amount of contact with the person who has died than the other surviving close relatives you have told us about.</p> <p>It may help you to explain the circumstances to us if you think about your own relationship and the relationship of other close relatives with the person who has died in the following ways</p> <ul style="list-style-type: none"> ● whether they kept in touch and how often ● the type of contact they had, for example, by visit, telephone or letter ● whether domestic or caring assistance was given ● whether they went on social outings or holidays together ● whether contact was limited because of work or domestic responsibilities ● anything else that may be relevant. | | |

Part 4 About taking responsibility for the funeral – continued

Please tell us why you or your partner, rather than anyone else, are taking responsibility for the funeral expenses.

We need to decide if it is reasonable for you or your partner to take responsibility for the funeral expenses. We need to look at the kind of relationship you or your partner had with the person who has died.

For example

- whether you or your partner kept in touch with the person who has died
- how often you or your partner kept in touch with the person who has died
- the type of contact you or your partner had with the person who has died, for example, by visit, telephone or letter
- whether you or your partner gave domestic or caring assistance to the person who has died
- whether you or your partner went on social outings or holidays with the person who has died
- whether the contact you or your partner had with the person who has died was limited because of work or domestic responsibilities
- anything else that may be relevant.



Part 4 About taking responsibility for the funeral – continued

Do any of the parents, sons, daughters or close relatives or their partners get any of the following benefits or entitlements?

- Income Support
- income-based Jobseeker’s Allowance
- Pension Credit
- Working Tax Credit which includes a disability or severe disability element
- Child Tax Credit at a rate higher than the family element. From April 2007 to April 2008 this means a rate of £546 a year or more, or £1091 a year or more if you have a baby under one.
- Housing Benefit
- Council Tax Benefit or Second Adult Rebate.

Are any of the parents, sons, daughters or close relatives or their partners in one of the groups listed in note 5 of the notes sheet that came with this claim pack?

No

Yes Please tell us about them.

Their full name

The benefit they or their partner are getting

No Please go to **Part 6**.

Yes We may need to write to you for more information.

Part 5 About taking responsibility for the funeral of a child

Please tick to say how you were related to the child who has died

Mother Father Other Please say how

Was the child stillborn?

No

Yes Please go to **Part 6**.

Did you receive Child Benefit for the child who has died?

No

Yes

If you did not receive Child Benefit, please tell us why.
This may be because the child died before you were able to claim.

Part 5 About taking responsibility for the funeral of a child – continued

Did the child who has died have a parent who was not living in the same household?

- No Please go to **Part 6**.
- Yes Please tell us about them.

Their full name

| |
|----------------------|
| Mr / Mrs / Miss / Ms |
|----------------------|

Their address

| |
|----------|
| |
| |
| |
| Postcode |

Their date of birth

| | |
|---|---|
| / | / |
|---|---|

Their National Insurance (NI) number, if you know it.

| | | | | | | | | | |
|---|---------|--------|---|--|--|--|--|---|--|
| Letters | Numbers | Letter | | | | | | | |
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Do they or their partner get a qualifying benefit? **Note 2** of the notes sheet that came with this claim pack tells you what the qualifying benefits are.

- No Please answer the next question on this page.
- Yes What qualifying benefit do they or their partner get?

| |
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| |
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Please go to **Part 6**.

If they or their partner do not get a qualifying benefit, were they estranged from the child who has died?

- No
- Yes Please tell us how the family relationship had broken down.

By *estranged* we mean that the family relationship had broken down.

| |
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Please go to **Part 6**.

If they or their partner do **not** get a qualifying benefit, are they in one of the groups shown in **note 5** of the notes sheet that came with this claim pack?

- No
- Yes Please tell us about them. We may need to write to you for more information.

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Part 6 About the funeral – continued

Do you have any bills for documents needed for the release of insurance or other money of the person who has died?

No

Yes

Please send the bill or receipt with this form.

For example, a full death certificate.

- **You must remember to send us all the documents we ask for. If you do not, payment you can get because of this claim may be delayed.**

Part 7 About the estate

- We need to know about the estate. The estate is the money, savings and property of the person who has died. This is sometimes called the assets.
- We also need to know who is sorting out the financial affairs. The financial affairs are the assets and the bills of the person who has died.
- We will also need to know if you have applied for grant of probate, letters of administration or, in Scotland, confirmation. This is when you need to apply to an office of the court to get a document giving you permission to collect any assets, pay any debts owing and to distribute any remaining assets.
You apply for probate or, in Scotland, confirmation as executor-nominate, if the person who has died left a will.
You apply for letters of administration or, in Scotland, confirmation as executor-dative, if the person who has died did not leave a will.

Are you sorting out the financial affairs of the person who has died?

No

Yes

Have you applied for grant of probate, letters of administration or confirmation?

No

Yes

Please go to **Part 8**.

Part 7 About the estate – continued

Has a solicitor applied for grant of probate, letters of administration or confirmation on your behalf?

No

Yes Please tell us about the solicitor.

Their name

Address

Postcode

Phone number, if you know it

| | |
|------|--------|
| Code | Number |
|------|--------|

- You should tell your solicitor about your claim for a Funeral Payment. We will get in touch with them about any Funeral Payment that we pay you.

If you have not already applied for grant of probate, letters of administration or confirmation, do you intend to apply, or instruct a solicitor to apply on your behalf?

No

Yes

Is someone else sorting out the financial affairs of the person who has died?

No

Yes Please tell us about them.

Their full name

| |
|----------------------|
| Mr / Mrs / Miss / Ms |
|----------------------|

Address

Postcode

Phone number, if you know it

| | |
|------|--------|
| Code | Number |
|------|--------|

- You should tell them about your claim for a Funeral Payment. We will get in touch with them about any Funeral Payment that we pay you.

Part 8 About money available or due to pay for the funeral

- If there is any money available to help pay for the funeral, we will take this into account when we work out how much Funeral Payment we can pay you.
- **Legally, any assets of the person who has died must be used to pay the funeral bill before any other bills are paid.**
- We will not take into account any lump sum Bereavement Payment of £2,000 that you may have received from social security or payments from certain government funded trusts. Please see note 18 of the notes sheet for a full list of the government funded trusts.
- **Remember, money belonging to the person who has died will sometimes be released to pay for the funeral if you apply for it.** This can even apply before probate or letters of administration, or, in Scotland, confirmation, have been granted.

Is there any money that is available or due to you or a member of your family to pay for the funeral?

Please answer all the questions.

- By *your family* we mean your partner or any children or qualifying young persons living in your household who you are responsible for.
- We use *child* to mean a person aged under 16 who you are getting Child Benefit for.
- We use *qualifying young person* to mean a person aged 16, 17, 18 or 19 who you are getting Child Benefit for.

| | | | | |
|--|-----------------------------|------------------------------|--------|------------------------|
| Cash belonging to the person who has died | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Amount | £ <input type="text"/> |
| Savings belonging to the person who has died | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Amount | £ <input type="text"/> |
| Money from insurance policies | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Amount | £ <input type="text"/> |
| Money from an occupational pension scheme | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Amount | £ <input type="text"/> |
| Money from a burial club | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Amount | £ <input type="text"/> |
| Money repaid from a prepaid funeral plan. See notes 13 to 16 of the notes sheet that came with this claim pack | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Amount | £ <input type="text"/> |
| Money from a charity | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Amount | £ <input type="text"/> |
| Money from relatives | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Amount | £ <input type="text"/> |
| Any other money available to pay for the funeral | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Amount | £ <input type="text"/> |

Part 8 About money available or due to pay for the funeral – continued

Were any of the savings of the person who has died in a joint account?

No

Yes

What is the name of the other joint account holder?

Have the savings been transferred to the other joint account holder?

No

Yes

How much was transferred?

Did the person who has died have a prepaid funeral plan that
● was fully paid up, and
● meets some or all of the costs of the funeral?

Notes 13 to 16 of the notes sheet that came with this claim pack tell you more about prepaid funeral plans.

No

Yes

Please send us the documents listed in notes 15 or 16 of the notes sheet that came with this claim pack.

You must remember to send us all the documents we ask for. If you do not, payment you can get because of this claim may be delayed.

Can we get in touch with the plan provider if we need more information?

No

Yes

Has anyone claimed a War Pension Funeral Grant for the person who has died?

No

Yes

If a payment has been made, please tell us how much.

Part 9 Other information

- **Please use this space to tell us anything else you think we might need to know.**
If the funeral bill has already been paid, please use this space to give details about the money you have used to pay the bill.

Part 10 For people filling in and signing this form for someone else

Have you filled this form in for someone else?

No Go to **Part 11**.

Yes Please tell us about yourself

Please tell us why you are filling in and signing this form for someone else.

I am sending a letter signed by the customer with this form. The letter tells you that they agree to me making the claim for them.

Now sign this form in **Part 11**.

I am their appointee

I have power of attorney

Full name

Mr / Mrs / Miss / Ms

Date of birth

/ /

Address

Postcode

Phone number

Code Number

What is this number?
Please tick

Home work mobile fax

Now sign this form in **Part 11**.

Part 11 Declaration

I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.

I declare that the information I have given on this form is correct and complete as far as I know and believe.

This is my claim for a Funeral Payment from the Social Fund.

Signature

Date

/ /

Part 12 What to do now

- Please check that you have done everything you need to and are sending all the documents we have asked for. Use the check list below.

Have you answered all the questions that apply to you?

Have you signed and dated this form?

If you have the funeral director's bill, have you sent it to us?

If you do not have the bill yet, please send it to us as soon as you can.

If the bill has already been paid, have you told us about the money you have used to pay the bill in **Part 9** of this form?

Have you sent any other bills or receipts you may have in connection with this claim?
For example, for things like flowers.

If the person who has died had a prepaid funeral plan, have you sent the documents we have asked for in **note 15** or **16** of the notes sheet that came with this claim pack?

If you have had to pay for any documents to release money of the person who has died, have you sent us the bill or receipt?

-
- Send or take this form and anything we have asked for to Jobcentre Plus. You can find the phone number and address in the business section of the phone book. Look under **Jobcentre Plus**.

Part 13 What happens next

Please read **note 19** of the notes sheet that came with this claim pack. This tells you how we will pay you if you are entitled to a Funeral Payment. If you are not entitled to a Funeral Payment, we will write to tell you why.

And please read **notes 20 to 22** of the notes sheet which tell you about paying back a Funeral Payment.

Payment you can get because of this claim can be paid more quickly if you

- answer all the questions that apply to you and your partner, if you have one
- send us all the documents we ask for.

If you cannot do this, get in touch with us, but payment you can get because of this claim may be delayed.