



# BEWLEY

Funeral Directors Limited

*Our Family are here for your family*



## Task Checklists

This is a simple step by step checklist which you may find useful as a reminder of what needs to be done after someone has died. Some of the arrangements will need to be done by the executor or administrator of the estate and others can be done by family or friends.

Registering the death	Complete
Contact the doctor (GP) or hospital about obtaining the Medical Certificate of Cause of Death OR Contact the coroner's office to find out when you may be able to register the death	
Telephone the Registrar of Births and Deaths to make an appointment to register the death	
Complete the Notification or Registration of Death (BD8) form that you were given by the Registrar of Deaths. This will inform every department using the National Insurance number of the death, but it is advisable to telephone appropriate pensions, benefits and tax offices as soon as possible to avoid inadvertent over-payment of pensions/benefits.	
Ensure DJ Bewley receives any relevant paperwork from the registration procedure including the green form (we do not require a certified Death Certificate)	

Arranging the funeral	Complete
Contact DJ Bewley Funeral Directors to discuss the arrangements you want to make for the funeral and your religious or spiritual adviser, if appropriate. The Will may contain specific requests for the funeral, so it is important to check this. (You do not need to register the death before speaking to DJ Bewley Funeral Directors)	

Who you need to inform	Complete
Tell family members and friends about the death	
Employer or educational establishments.	
Health professionals. You will also need to cancel any outstanding hospital, dental, podiatry or other health related appointments.	
Agencies providing care such as social services, home carers, meals on wheels and day centres.	

Financial Organisations	Complete
Banks / National Savings / building societies.	
Insurance companies (e.g. life, buildings / contents, medical, car, travel).	
Pension providers	
Credit card/store card providers.	
Any other financial institutions must be informed so that any accounts solely in the deceased's name can be frozen to prevent fraud. You should also inform companies and organisations with joint accounts, although these should normally still be accessible by the other joint holder.	

<b>Property and Utilities</b>	<b>Complete</b>
Mortgage provider	
If the deceased lived in rented accommodation, inform the local authority, housing association or private landlord.	
Buildings and property insurance companies to ensure continued cover especially if the property is left unoccupied.	
Utility companies (electricity, gas, water and telephone) and arrange transfer of account details if necessary.	
TV / internet companies	

<b>Government Offices (some or all of these tasks can be completed during death registration)</b>	<b>Complete</b>
Pensions Service or Jobcentre Plus to cancel any benefits to the deceased or their carer.	
Inland Revenue to deal with tax and Child Benefit payments (if applicable).	
Local government offices that provide services such as the Electoral Register, housing benefit, council tax office, bus pass, disabled parking permits, library membership.	
The DVLA and the insurance company if the deceased owned a car or held a driving licence.	
The Passport Agency.	

<b>Other Contacts</b>	<b>Complete</b>
Arrange redirection of post if necessary and reduce the burden of any unwanted mail by registering with the Bereavement Register.	
Clubs / membership organisations/social groups.	

<b>Dealing with the Estate</b>	<b>Complete</b>
Find out if the deceased made a Will and where it is located. It may be at the deceased's property or their solicitor or bank may have a copy. Contact your solicitor or obtain advice from the citizens advice bureau on what you should do next.	