

Funeral payment

from the Social Fund

Help towards the cost of a funeral from the Social Fund

- Please read this notes booklet before filling in the claim form

Can you get help?

1 You may be able to get help towards the cost of a funeral if

- you or your partner 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.

You may also be able to get help if you or your partner arranged the funeral in the European Economic Area or Switzerland. But check with Jobcentre Plus as this will depend on your circumstances.

We use *partner* to mean

- a person you live with who is your husband, wife or civil partner, or
- a civil partner you live with as if you are a married couple.

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

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

If the funeral was not in one of these countries you cannot get help.

Can you get help? continued

2 You may be able to get help towards 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).

3 You can only get help towards the cost of a funeral if

- you or your partner are getting one of the following qualifying benefits or entitlements:
 - Universal Credit
 - Income Support
 - income-based Jobseeker's Allowance
 - income-related Employment and Support Allowance
 - Pension Credit
 - Housing Benefit
 - Working Tax Credit which includes a disability or severe disability element
 - Child Tax Credit at a rate higher than the family element.

Who can claim?

4 You may get a funeral payment if you fall into one of the following groups:

- **you were the partner of the person who has died at the time of death**

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

- **the person who has died 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 booklet when the child died, or they are in one of the groups listed at note 5)**

The expression 'child' means a person who is treated as a child for the purpose of the Child Benefit Act, which is:

1. a person under the age of 16
 2. a person under the age of 20, not receiving full-time education and the prescribed conditions are satisfied in relation to them, or
 3. a person over the age of 20 who is receiving non-advanced full-time education by attendance at either
 - a) a recognised educational establishment, or
 - b) elsewhere when it is recognised by the Secretary of State.
- **you were the parent of a still-born child born 24 weeks or later**

Who can claim? continued

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

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.

5 You cannot get a payment as a close relative or close friend of the person who has died if

- **the person who has died had a partner when they died, or**
- **there is a parent, son or daughter of the person who has died who is not getting a qualifying benefit and whose relationship with the person who has died had not broken down, unless that person is, at the date of death**
 - under 18
 - a qualifying young person for the purpose of child benefit
 - 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,

If there is another close relative of the person who has died who is not getting a qualifying benefit, we may need to consider their circumstances (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 with all the documents we have asked you for to:

Balham Benefit Centre
Freepost RTGG-ZBGG-HYHT
Mail Handling site A
Wolverhampton WV98 1HJ

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, or
 - evidence of the costs incurred if the funeral arrangements were made without using a funeral director, and
 - method of payment form, if you have been given one.
- Make sure the bill you send us has your name, address and National Insurance number on 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 www.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, a friend, or someone at an advice centre.

The help you can get

- 9 Although most people use a funeral director to make the necessary arrangements, you may have chosen to make the funeral arrangements without using a funeral director. A funeral payment can be made whether or not you have used a funeral director. If you have arranged the funeral independently, you will have to provide evidence of the costs you have incurred.**
- 10 When you arrange the funeral, please tell the funeral director that you will be claiming a Funeral Payment from the Social Fund.**
- 11 We can only consider certain costs, and you will be responsible for the balance.**
- 12 The list below sets out what can be included in the Funeral Payment:**
 - the cost of reopening a grave and burial costs, or
 - the cost of opening a new grave and burial costs, including any exclusive right of burial fee – this includes a reclaimed grave, or
 - in the case of a cremation
 - the cremation fee
 - the cost of any 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 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 help you can get continued

- the necessary 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. This might include the coffin, cars and the funeral director's fees.

13 If you have used a funeral director and have a bill for an item that has not been provided by the funeral director

This might be flowers, for example. 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

14 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.

15 We cannot help with any of the items and services listed in note 11 of this notes booklet 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.

Prepaid funeral plans continued

16 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.

17 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

18 When we work out how much help you can get we will look also at any money that is available to help to pay for the funeral. This may include money from the estate of the person who has died. We will take this money into account when we work out how much we can pay you and this may affect the amount we can pay. This may include

- 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.

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

19 We will not take into account any arrears of benefit, 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 Caxton Foundation
- the London Bombings Relief Charitable Fund
- MFET Ltd.

About any money you have already paid to the funeral director

20 You will need to tell us if you have paid part of the funeral director's bill. Tell us how much you have paid, who paid the bill, where the money came from and when it was paid.

How we will pay you

- 21 If we can pay you a funeral payment and you have used a funeral director but their bill has not been paid, we will usually pay directly into the funeral director's bank account.**

Send us the funeral director's method of payment form if you have been given one.

If the funeral director's bill has already been paid **in full**, we will make payment to you, normally directly into an account. Please give us your account details at **Part 10** of the claim form.

If you have not used a funeral director, we will make any payment to you, normally directly into an account.

Paying back a funeral payment

- 22 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, even if that means that other bills cannot be paid and have to be written off.**

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.

Paying back a funeral payment continued

- 23 Debt Management will write to you or to the person who is looking after the financial affairs of the person who has died. They 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.

- 24 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. Details of the standard of service you can expect from us can be found on our website at **www.dwp.gov.uk/about-dwp**

You can access our website from many libraries.

For more information please contact Jobcentre Plus.

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



Department for
Work and Pensions

About this form

- Use this form to claim a funeral payment from the Social Fund.
Please make sure you read the Notes booklet before you fill in this form.
- Fill in this form with BLACK INK and in CAPITALS.
- We can make a decision about your claim 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, including a final funeral bill or contract.
- We are sorry if some of the questions in the form upset you. But by answering all the questions as fully as possible, you will help us decide quickly if you can get a funeral payment or not.
- Remember, you must claim within 3 months of the date of the funeral (burial or cremation). If you are waiting for a decision on a qualifying benefit or entitlement, you must still claim within the time limit.

How the Department for Work and Pensions collects and uses information

When we collect information about you we may use it for any of our purposes. These include dealing with:

- social security benefits and allowances
- child support
- employment and training
- financial planning for retirement
- occupational and personal pension schemes.

We may get information about you from others for any of our purposes if the law allows us to do so. We may also share information with certain other organisations if the law allows us to.

To find out more about how we use information, visit our website at www.gov.uk/dwp/personal-information-charter or contact any of our offices.

Part 1: About you and your partner

Do you have a partner?

We use *partner* to mean

- a person you live with who is your husband, wife or civil partner, or
- a person you live with as if you are a married couple.

No Tell us **your** details below.

Yes Tell us about **you and your partner** below.

National Insurance (NI) number

You

Letters	Numbers		Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Your partner

Letters	Numbers		Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You can find the number on a National Insurance (NI) numbercard, letters about benefit, or payslips.

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

No

Yes

No

Yes

Surname or family name

Mr / Mrs / Miss / Ms

Mr / Mrs / Miss / Ms

All other names, in full

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.

Date of birth

Your email address, if you have one

Daytime phone number, if you have one

Code	Number
------	--------

Code	Number
------	--------

Mobile phone number

Part 2: About the person who has died continued

Will the funeral take place in the United Kingdom (UK)? No

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

Yes

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

Please see **page 2** of the **Notes**. If the funeral is not in one of the countries shown, you cannot get help.

Did the person who has died have their main home in the UK?

No We will contact you about this.

Yes

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

No

Yes

Part 3: About paying for the funeral

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

No You will not be able to get a funeral payment.

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.

Has anyone else claimed a funeral payment for this person?

No

Yes Tell us their full name

Their date of birth

Their address

Their National Insurance (NI) number

Part 4: About benefits and entitlements

If you or your partner are **not** getting, or are not waiting to hear about a claim for any of the benefits on pages 4 and 5, you will **not** be able to get a funeral payment from the Social Fund.

Are you or your partner getting or waiting to hear about a claim for:

● **Universal Credit**

No

Yes If you or your partner are **getting** Universal Credit, please go to **Part 5**.
If you or your partner are **waiting to hear** about a claim for Universal Credit, please answer the next question.

● **Income Support?**

No

Yes If you or your partner are **getting** Income Support, please go to **Part 5**.
If you or your partner are **waiting to hear** about a claim for Income Support, please answer the next question.

● **income-based Jobseeker's Allowance?**

No

Yes If you or your partner are **getting** income-based Jobseeker's Allowance, please go to **Part 5**.
If you or your partner are **waiting to hear** about a claim for income-based Jobseeker's Allowance, please answer the next question.

● **income-related Employment and Support Allowance?**

No

Yes If you or your partner are **getting** income-related Employment and Support Allowance, please go to **Part 5**.
If you or your partner are **waiting to hear** about a claim for income-related Employment and Support Allowance, please answer the next question.

● **Pension Credit?**

No

Yes If you or your partner are **getting** Pension Credit, please go to **Part 5**.
If you or your partner are **waiting to hear** about a claim for Pension Credit, please answer the next question.

Part 4: About benefits and entitlements

Are you or your partner getting 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 5**.

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.

- **Child Tax Credit at a rate higher than the family element?**

No

Yes If you or your partner are **getting** Child Tax Credit at a rate higher than the family element, please go to **Part 5**.

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.

- **Housing Benefit?**

No

Yes If you or your partner are **getting** Housing Benefit, send us the letter from the council which tells you that you are entitled to Housing Benefit. Please go to **Part 5**.

If you or your partner are **waiting to hear about** a claim for Housing Benefit, do not wait until you hear about the claim. Send this form to us.

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. Now please go to **Part 5**.

Part 5: About taking responsibility for the funeral

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

- No
- Yes Please go to **Part 6**.

Was the person who died your partner who you were living with at the time of death?

- No
- Yes Please go to **Part 7**.

We use *partner* to mean

- a person you live with who is your husband, wife or civil partner, or
- a person you live with as if you are a married couple.

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

[Address field]
[Address field]
[Address field]
Postcode

Please tell us why this person is not claiming the funeral payment.

[Reason for not claiming funeral payment]

Part 5: About taking responsibility for the funeral continued

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

For example, you are their parent, son, daughter, sister, brother, daughter-in-law, father-in-law, step-parent, step-son, step-daughter-in-law, close friend.

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

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

No

Yes

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

These are the benefits and entitlements listed on **pages 4** and **5** of this form.

No Tell us about them below.

Yes Please go to **page 8**.

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** booklet that came with this claim pack?

No

Yes

No

Yes

No

Yes

No

Yes

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

Part 5: About taking responsibility for the funeral continued

Had the relationship between the person who has died and any of the surviving parents, sons or daughters broken down?

No

Yes Please tell us the full names of the people whose relationship with the person who has died had broken down.

Please tell us how the family relationship had broken down, and for how long.

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 10**. 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 5: About taking responsibility for the funeral continued

Tell us about any other surviving close relatives of the person who has died. It is important that you give us as much information as possible.

Their full name

Their address

Their relationship to the person who has died

Their date of birth

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

Close relative 1

Mr / Mrs / Miss / Ms

Postcode

No

Yes How often did they keep in touch?

How did they keep in touch?
For example, by visit, telephone or letter.

No

Yes

No

Yes

No

Yes

Tell us anything else about their relationship with the person who has died that might be relevant.

Close relative 2

Mr / Mrs / Miss / Ms

Postcode

No

Yes How often did they keep in touch?

How did they keep in touch?
For example, by visit, telephone or letter.

No

Yes

No

Yes

No

Yes

Part 5: About taking responsibility for the funeral continued

Tell us about any other surviving close relatives of the person who has died. It is important that you give us as much information as possible.

Their full name

Their address

Their relationship to the person who has died

Their date of birth

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

Close relative 3

Mr / Mrs / Miss / Ms

Postcode

No

Yes How often did they keep in touch?

How did they keep in touch?
For example, by visit, telephone or letter.

No

Yes

No

Yes

No

Yes

Did they give domestic or caring assistance to the person who has died?

Did they go on social outings or holidays with the person who has died?

Was the contact they had with the person who has died limited because of work or domestic responsibilities?

Tell us anything else about their relationship with the person who has died that might be relevant.

Close relative 4

Mr / Mrs / Miss / Ms

Postcode

No

Yes How often did they keep in touch?

How did they keep in touch?
For example, by visit, telephone or letter.

No

Yes

No

Yes

No

Yes

Part 5: 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 this is reasonable. To do this we need to look at the kind of relationship you or your partner had with the person who has died. 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.

Did you or your partner keep in touch with the person who has died?

No

Yes How often did you keep in touch?

How did you keep in touch?

For example, by visit, telephone or letter.

Did you or your partner give domestic or caring assistance to the person who has died?

No

Yes

Did you or your partner go on social outings or holidays with the person who has died?

No

Yes

Was the contact you or your partner had with the person who has died limited because of work or domestic responsibilities?

No

Yes

Please tell us anything else about your relationship with the person who has died that might be relevant.

If you have any more information that might be relevant, tell us in **Part 11 Other information**.

Part 5: 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:

- Universal Credit
- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support 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
- Housing Benefit.

No You will not be able to get a funeral payment from the Social Fund.

Yes Please tell us about them.

Their full name

The benefit they or their partner are getting

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 booklet that came with this claim pack?

No Please go to **Part 6**.

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

Part 6: About taking responsibility for the funeral of a child

By 'child' we mean a person who is treated as a child for the purpose of the Child Benefit Act.

See **note 4** of the **Notes** booklet that came with this claim pack.

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

Mother

Father

Other – please say how

The child's date of birth

The child's date of death

Part 6: About taking responsibility for the funeral of a child continued

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.

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

No Please go to **Part 7**.

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.

Do they or their partner get a qualifying benefit? **Note 2** of the **Notes** booklet 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?

Please go to **Part 7**.

If they or their partner do not get a qualifying benefit, had the family relationship broken down?

No

Yes Please tell us how the family relationship had broken down.

Please go to **Part 7**.

Part 6: About taking responsibility for the funeral of a child continued

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** booklet that came with this claim pack?

No

Yes Please tell us about them. We may need to write to you for more information.

Part 7: About the funeral

- Although we will not be able to decide if you are entitled to a funeral payment until you have sent in the final funeral bill, do not delay making your claim.
- Remember to tell the funeral director that you are claiming a funeral payment and that we will contact them about payment into their bank account.
- If you want more information about the help you can get with the funeral payment, you can get it from any of our offices. Phone **0345 608 8545**. You can also call **0845 608 8545**. Check with your phone company which code is cheaper for you.
You can also get more information from **www.gov.uk**

Have you used a funeral director to arrange the funeral?

No Leave the funeral director's details blank.

Yes Please tell us their details.

Name of the funeral director

Their address

Postcode

Their phone number

Code	Number

Can we get in touch with the funeral director for more information?

No

Yes

Do you have any other bills for things not included on the funeral estimate or bill?

For example, flowers or a wreath.

No

Yes Please send the bill or receipt with this form. And please read **notes 11** and **12** of the **Notes** booklet that came with this claim pack.

Part 7: About the funeral continued

Did you have any travel expenses to arrange or to attend the funeral?

We may be able to pay for **either**

- one return journey to arrange the funeral, **or**
- one return journey to attend the funeral.

No

Yes Why are you claiming travel expenses?
Please tick **one** box.

To pay for the funeral.

To attend the funeral.

How did you travel?
For example, by car, bus or train.

How much did you have to pay?
Please send your tickets or receipt with
this form, if you have them.

 £

Do you need additional death certificates or other documents to release insurance or other money of the person who has died?

For example, a full death certificate.

No

Yes Please send the bill or receipt with this form.

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 8: About the estate

- We need to know about 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 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 9**.

Part 8: 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
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You should tell your solicitor about your claim for a funeral payment. Debt Management 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

Address

Postcode

Phone number, if you know it

Code	Number
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You should tell them about your claim for a funeral payment. Debt Management will get in touch with them about any funeral payment that we pay you.

Part 9: 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.
- **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 arrears of benefit, the lump sum Bereavement Payment of £2,000 that you may have received, or payments from certain government funded trusts. Please see **note 19** of the **Notes** booklet for a full list of the government funded trusts.

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.

- **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.

Cash belonging to the person who has died.

No Yes

£

Money in accounts at date of death.

No Yes

£

For example, in a bank, building society, credit union or post office card account. Please send us final statements from the accounts of the person who has died.

Money from insurance policies. Please send us the letter that came with the payment.

No Yes

£

Money from an occupational pension scheme. Please send us a letter from the pension company.

No Yes

£

Money from a burial club. Please send us a letter from the burial club.

No Yes

£

Money repaid from a prepaid funeral plan. See **notes 14 to 17** of the **Notes** booklet that came with this claim pack.

No Yes

£

Money from a charity.

No Yes

£

Money from relatives.

No Yes

£

Any other money available to pay for the funeral.

No Yes

£

Are there any arrears of benefit due?

No Yes

£

Part 9: 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?

Please send us your last bank statement.

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 14 to **17** of the **Notes** booklet that came with this claim pack tell you more about prepaid funeral plans.

No

Yes Please send us the documents listed in **notes 16** or **17** of the **Notes** booklet 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 there has been a payment, tell us how much.

£

Part 10: Making payment

We will make payment to the funeral director. But if you have already paid **all** of the funeral director's bill, or if you have not used a funeral director, we will make payment to you. Please read **note 19** of the **Notes** booklet that we sent to you with this claim form.

Have you already paid the funeral bill, either in full or in part?

No Please go to **Part 12**.

Yes Please tell us about this.

If you have paid all or part of the bill, when was it paid?

Who paid the bill?

If only part of the bill was paid, how much was paid?

Where did the money come from to pay all or part of the bill?

How we pay you

We normally pay your money direct into an account

Many banks and building societies will let you collect your money at the post office. We will tell you when your Social Fund payment will be made and how much it will be for.

Finding out how much we have paid into the account

You can check your payments on account statements. The statements may show your National Insurance (NI) number next to any payments we have made. If you think your payment is wrong, get in touch with the office that pays you straight away.

If we pay you too much money

We have the right to take back any money we pay that you are not entitled to. This may be because of the way the system works for payments into an account. For example, you may give us information which means you are entitled to less money. Sometimes we may not be able to change the amount we have already paid you. This means we will have paid you money that you are not entitled to.

We will contact you before we recover any money.

What to do now

- Tell us about the account you want to use on the next page. By giving us your account details you:
 - agree that we will pay you into an account, and
 - understand what we have told you above in the section **If we pay you too much money**.
- If you are going to open an account, please tell us your account details as soon as you get them.
- If you do not have an account, and do not intend to open one, please tick the box and we will contact you.

Fill in the rest of this form. You do not have to wait until you have opened an account or contacted us.

About the account you want to use

Please tell us your account details below.

It is very important you fill in all the boxes correctly, including the building society roll or reference number, if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.

You can find the account details on your chequebook or bank statements. If you do not know the account details, ask the bank or building society.

- You can use an account in your name, or a joint account.
- You can use someone else's account if
 - the terms and conditions of their account allow this, and
 - they agree to let you use their account, and
 - you are sure they will use your money in the way you tell them.
- You can use a credit union account. You must tell us the credit union's account details. Your credit union will be able to help you with this.
- If you are an appointee or a legal representative acting on behalf of the claimant, the account should be in your name only.

Name of the account holder

Please write the name of the account holder exactly as it is shown on the chequebook or statement.

Full name of bank or building society

Sort code

Please tell us all 6 numbers, for example: 12-34-56.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account number

Most account numbers are 8 numbers long. If your account number has fewer than 10 numbers, please fill in the numbers from the left.

<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"/>
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Building society roll or reference number

If you are using a building society account you may need to tell us a roll or reference number. This may be made up of letters and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

<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"/>
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You may get other benefits and entitlements we do not pay into an account. If you want us to pay them into the above account, please tick this box.

Part 11: Other information

Please use this space to tell us anything else you think we might need to know.

If there is not enough space, please use a separate sheet of paper. Make sure that you put your full name and National Insurance number on each separate sheet of paper you use.



Part 12: For people filling and signing this form for someone else

Have you filled this form in for someone else?

No Go to **Part 13**.

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 claimant with this form.
The letter tells you that they agree to me making the claim for them.
Now sign this form in **Part 13**.

I am their appointee.

I have power of attorney.

Your full name

Your date of birth

 / /

Your address

 Postcode

Your phone number

Code	Number
<input type="text"/>	<input type="text"/>

What is this number?
Please tick

Home Work Mobile Fax

Now sign this form in Part 13.

Part 13: Declaration

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

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

I understand that I must promptly tell the office that pays my benefit of anything that may affect my entitlement to, or the amount of, any award.

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

Signature

Date

 / /

Part 14: 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?
We cannot accept estimated bills. If you do not have the final bill yet, please send it to us as soon as you can. Make sure that the final bill has your name, address and National Insurance number written on it
- Have you sent us the funeral director's method of payment form, if you have been given one?
- If the bill has already been paid, have you told us about the money you have used to pay the bill in **Part 10** 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 **notes 16 or 17** of the **Notes** booklet that came with this claim pack?
- Have you sent us the final bank statement or final post office account statement of the person who has died?
- 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?

What to do with this form and any documents we have asked for

Send it by post to:

Balham Benefit Centre
Freepost RTGG-ZBGG-HYHT
Mail Handling Site A
Wolverhampton WV98 1HJ

Take it to:

your local Jobcentre Plus office. You can find the phone number and address in the business section of the phone book. Look under **Jobcentre Plus**.

Part 15: What happens next

Please read **note 21** of the **Notes** booklet 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 22 to 24** of the **Notes** booklet which tell you about paying back a funeral payment.

You 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 your payment may be delayed.