



Organisations which may need to be informed and tasks which may need to be carried out when someone has passed away.

This is a useful list to print out and cross through the items which have been taken care of.

Car Insurance - Documentation will have to be changed as you are not legally insured to drive if the policy is in the Deceased Name.

Social Services/District Nurses - If there is equipment belonging to either of these, it must be returned

Hospital and/or family Doctor - Any outstanding appointments should be cancelled

Employer or Professional Association

Inland Revenue

Social Security - Form 344/BD8 needs to be completed to cancel any direct payments into a bank account. This white certificate is provided by the registrars.

Local Council - Cancel any housing/rate benefits and council tax.

Gas, Electric, Water, Telephone and cable companies - Cancel accounts or change names.

Post office - Arrange redirection of mail, a small charge may be made.

Credit Card companies - Cancel cards.

Banks and Building Societies - Accounts need to be closed and any joint accounts need to be amended.

Investments and Insurance Policies - Premium Bonds are not transferable. The Post Office will issue you with a form that needs to be sent to the Bonds and Stocks Office. For further advice we suggest that you consult a Financial Advisor or Accountant.

Store Cards - loyalty, charge and credit need to be cancelled.

Items You May Need to Cancel

- Milk
 - Meals on Wheels
 - Chiropodist
 - Eye Specialist
 - Home Care
- Newspapers
 - Home Help
 - Dentist
 - Hairdresser

Items to be Returned

Passport - You should return the passport to: The Passport Office, U.K. Passport Agency, 5th Floor, India Building, Water Street, Liverpool.

Driving License - You should return the driving license to: D.V.L.A. Swansea, SA99 1AB.

Vehicle Registration Documents - To change name of ownership.

Car Insurance - To change Policy Holder's name or a refund may be issued.

Television License - To change name or a refund may be issued.

Season Tickets and Club Membership Cards - A refund may be issued.

Library Books and Card

National Insurance Papers - Crown Buildings, Rishworth Road, Dewsbury.

If the Property is Unoccupied

Make sure all windows and doors are locked and secure, if there are any cat/dog flaps make sure they are secured. In winter leave some heating on, as this will prevent any pipes from freezing. Make sure that the fridge door is left ajar and that all perishable foods are disposed of. Household plants may need to be tended to. It may be advisable to let a neighbour have a key to remove any free newspapers and post to stop them building up. Blinds or curtains may be adjusted every couple of days, hence giving an appearance of the house being occupied. Time clocks can be purchased from most hardware stores, which time a lamp or light to turn on and turn off at certain times.

Further Help.

Your financial circumstances may now have changed and you could be eligible for various state grants.

To find out more call Social Security on **Freephone 0800 666 555**.

Your local Citizens Advice Bureau can also help you.

Offices at: 90 Risbygate Street, Bury St. Edmunds. 01284 753675.