

Letting Organisations Know – Useful Checklist

The Surrey Registrars will have registered you for the **Tell Us Once** service at your appointment if the deceased's usual address was in a participating area. Completion of the second part of Tell Us Once following your registration will enable you to notify some of the departments and organisations listed below – if you use Tell Us Once, you will not need to contact them again.

Whilst the following information is not exhaustive, we have listed the usual organisations that need to be informed following a death and we hope that it will help you over the next few days and weeks.

It is very useful to have information about the person that has died available when contacting any company or association. This will make the task of answering questions or completing any forms much easier.

Details of the deceased that will be most useful to know include:

- Full name of the deceased (including any previous names)
- Date and place of birth
- Date and place of death
- Last address of deceased (including postcode)
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- Date of marriage or civil partnership (if applicable)
- National Insurance Number
- NHS Number
- Child Benefit Number (if applicable)
- Tax Reference Number (if applicable)

We have separated the list into categories to try to assist you.

Pensions/social security benefits/new tax credits:

Contact the **Department of Work and Pensions** to ensure any state pension payments are stopped.

Contact the deceased's employer or current occupational pension

be passed to another family member or surviving civil partner.
policy was in
place.

Contact a **Jobcentre Plus** or Social Security Office if benefit was in payment, for example, Income Support, Pension Credit, Jobseekers Allowance, Housing Benefit, Child Benefit, Attendance Allowance.

Contact **Her Majesty's Revenue and Customs**, if tax credits were in payment (Working Tax or Child Tax Credits).

Health services:

may have used, such as local hospital, dentist and chiropodist.

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