

Notes sheet



jobcentreplus

Department for
Work and Pensions

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 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, 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 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**:
 - Income Support
 - income-based Jobseeker's Allowance
 - income-related Employment and Support 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 2010 to April 2011 this means a Child Tax Credit rate of £548 a year or more. 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, income-related Employment and Support Allowance, Pension Credit or have a low income.

3 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).

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 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, and living as a couple, 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 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.

Who can claim continued

- **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.

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 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 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, 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.

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.direct.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 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. We can only consider certain costs, and you will be responsible for the balance.**
- 11 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, 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.

12 If you have a bill for an item which has not been 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 10 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 10** that are not covered by the plan
- the necessary part-cost of any items listed in **note 10** that are only partly covered by the plan
- up to £120 for any other funeral expenses.

Prepaid funeral plans continued

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.

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

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.

About money you have already paid to the funeral director

19 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 and when it was paid.

How we will pay you

20 If we can pay you a Funeral Payment and the funeral director's bill has not already been paid, we will usually pay directly into the funeral director's bank account. We may, sometimes, send you a cheque made payable to the funeral director. If so, please give the cheque to the funeral director as soon as you receive it.

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 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

- 21 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.

- 22 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.

- 23 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.direct.gov.uk/dwpcharter**

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

jobcentreplus

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.
- 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 we collect and use information

The information we collect about you may be used for any of the Department's purposes, including:

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

We may check the information you give to us with other people to improve our services. We may also share the information you give with other organisations.

To find out more about how we use information, visit our website www.dwp.gov.uk/privacy-policy 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 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.

No Please tell us your details below.

Yes Please tell us about you and your partner below.

If your partner is the person who has died, tell us about them in Part 2 of this form.

Surname or family name

Mr / Mrs / Miss / Ms

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, and your partner's address if it is different.

Postcode

Postcode

National Insurance (NI) number

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

Letters Numbers Letter

<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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Letters Numbers Letter

<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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

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

No

Yes

Daytime phone number

Code Number

Mobile phone number

- Please tell us any other personal details you think we should know about in **Part 11 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 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 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.

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

Their National Insurance (NI) number

--	--	--	--	--	--	--	--	--	--

Their date of birth

--	--	--	--	--	--

Part 4 About benefits and entitlements

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

● 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.

● 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** an application for Pension Credit, please answer the next question.

● 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.

Part 4 **About benefits and entitlements** continued

- **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

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 5**.

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.

- **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 5**.

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.

- **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.**

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**.

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.

Was the person who died your partner who you were living with 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.

No

Yes Please go to **Part 7**.

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 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 Please tell us about them below.

Yes Please answer the next question **and then tell us about parents, sons or daughters on pages 8 to 10.**

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

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

____ / ____ / ____

____ / ____ / ____

Letters Numbers Letter

Letters Numbers Letter

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

____ ____ ____ ____ ____ ____ ____ ____ ____

____ ____ ____ ____ ____ ____ ____ ____ ____

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 they keep in touch with the person who has died?

No

Yes

How often did they keep in touch?

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

No

Yes

How often did they keep in touch?

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

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

No

Yes

No

Yes

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

No

Yes

No

Yes

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

No

Yes

No

Yes

Tell us anything else about their 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

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

Letters Numbers Letter

Their National Insurance (NI) number, if you know

Letters Numbers Letter

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 they keep in touch with the person who has died?

No
Yes

How often did they keep in touch?

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

No
Yes

How often did they keep in touch?

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

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

No
Yes

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

No
Yes

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

No
Yes

Tell us anything else about their 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

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.

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.

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:

- 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. From April 2011 to April 2012 this means a rate of £548 a year or more.
- Housing Benefit
- Council Tax Benefit or Second Adult Rebate.

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

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 6 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 6**.

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 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 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. 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.direct.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

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

Their phone number

<input type="text"/>	<input type="text"/>
----------------------	----------------------

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 **note 11** 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 arrange the funeral

To attend the funeral

How did you travel?
For example, car, bus, 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.

- **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.**

No

Yes

Please send the bill or receipt with this form.

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

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

Phone number, if you know it

<input type="text"/>	<input type="text"/>
----------------------	----------------------

- 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

<input type="text"/>

Address

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

Phone number, if you know it

<input type="text"/>	<input type="text"/>
----------------------	----------------------

- 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 the lump sum Bereavement Payment of £2,000 that you may have received, or payments from certain government funded trusts. Please see **note 17** of the notes booklet 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" value="£"/>
Money in accounts. 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.	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Amount	<input type="text" value="£"/>
Money from insurance policies. Please send us the letter that came with the payment.	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Amount	<input type="text" value="£"/>
Money from an occupational pension scheme. Please send us a letter from the pension company.	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Amount	<input type="text" value="£"/>
Money from a burial club. Please send us a letter from the burial club.	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Amount	<input type="text" value="£"/>
Money repaid from a prepaid funeral plan. See notes 12 to 15 of the notes booklet that came with this claim pack.	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Amount	<input type="text" value="£"/>
Money from a charity.	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Amount	<input type="text" value="£"/>
Money from relatives.	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Amount	<input type="text" value="£"/>
Any other money available to pay for the funeral.	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Amount	<input type="text" value="£"/>

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 12 to 15 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 14** or **15** 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 a payment has been made, please tell us how much.

Part 10 Making payments

We will make payment to the funeral director. But if you have already paid some or 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 18** of the **Notes** booklet that we sent to you with this claim form.

Have you already paid the funeral director's bill? **No** Go to **Part 11**.

Yes In full?

In part?

If you have paid the bill in full, when was it paid?

Who paid the bill?

If you have paid the bill in part, when was it paid?

Who paid the bill?

How much was paid?

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 complete ALL 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 are not sure about the details, ask the bank, building society or other account provider.

About the account you want to use

You can use

- an account in your name
- a joint account, or
- someone else's account,
 - subject to the terms and conditions of the account, and
 - as long as you have the other person's permission and authorise them to use the money in the way you tell them.
- If you are an Appointee or a legal representative acting on behalf of the customer, the account should be in your name only.
- To be paid into a credit union account you must provide the credit union's account details. Your credit union will be able to help you with this.

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, building society or other account provider

Sort Code

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

<input type="text"/>	<input type="text"/>	–	<input type="text"/>	<input type="text"/>	–	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------

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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

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.

Building society roll or reference number

<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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

You may be getting other benefits and entitlements that are not paid direct into an account. To have them paid into the above account, please tick the box.

Part 11 **Other information**

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

A large, empty rectangular box with a thin black border, intended for the user to provide additional information. The box is currently blank.

Part 12 For people filling in 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 customer 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

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 13**.

Part 13 Declaration

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 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 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.

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 11** 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 14** or **15** 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?

-
- 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 15 What happens next

Please read **note 18** 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 19** to **21** 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.