

VITAL INFO



'TO DO LIST'

ORGANISATIONS TO BE INFORMED OF THE DEATH:

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

Solicitor

DWP - Form 344/BD8 needs to be completed to cancel any direct payments into a bank account. The Registrar of Deaths provides this white certificate.

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

Cancel accounts for Gas, Electric, Water, Telephone and Cable Companies

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

Credit Card Companies - Cancel cards and pay up accounts.

Stores and companies with loyalty / frequent user programmes must be informed so that cards may be cancelled.

Banks and Building Societies must be informed so that accounts can be closed. The bank also needs to be informed if an account is a joint account, for the change of name.

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.

Bereavement Guard. A simple and confidential service to safeguard against uninvited sales and marketing telephone calls in the weeks following your loss. All you need to do is call 088 781 0999 to register.

You may also need to inform your E-mail provider

ITEMS YOU MAY NEED TO CANCEL:

Milk
Newspapers

REGULAR VISITS FROM:

Meals on Wheels, Home Help, Chiropodist, Dentist, Eye Specialist, Hairdresser, Home Care, Gardener.

ITEMS TO BE RETURNED:

Passport - You should return the passport to:
The Passport Office,
U.K. Passport Agency, 5
th 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 Memberships Cards, including national organisations such as AA/RAC/Greenflag. A refund may be issued.

Library Books and Card

National Insurance Papers to Crown Buildings, Rishworth Road, Dewsbury or Crown House, Kirkgate, Wakefield.

Disabled Parking Permit – These must be returned to the local authority that issued them. For details of your local authority visit: www.direct.gov/quickfind/localcouncils/fs/en

Home helps

Make sure all windows and doors are locked and secure, if there are any cat/door 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.

Eric f Box Funeral Directors has a collection point for families to drop off clothing and / or canned food goods, which we periodically deliver to appropriate local shelters and charities.

If you have anything for our collection point, please contact our Bereavement Home so that we can arrange a convenient time for a member of staff to call and collect it.

FURTHER HELP

In certain circumstances the next-of-kin can receive help with the cost of the funeral from the Social Fund. (Claims must be within three months of death.) Ask your Funeral Director for further information on Death Benefits. Your financial circumstances may now have changed and you could be eligible for various state grants. To find out more contact DWP [here](#).

Your local Citizens Advice Bureau can also help you. Offices at:

Brunswick Street, Batley.T. 01924 326066

Dewsbury Town Hall, Dewsbury. T.01924 461493

Probate Office, Coronet House, Queen Street, Leeds. T.0113 243 1505