

NOTICE FOR INFORMANTS WHEN REGISTERING A DEATH:

If you wish to use the "**TELL US ONCE**" Bereavement Service, it is important that you complete all the details on this form and hand it to the Registrar when you attend your appointment to register the death.

Full Name of Deceased:

Date of birth/..... National Insurance Number

Address of Deceased

..... Postcode

Place of death (*if different from above*).....

..... Postcode.....

Full Name of Next of kin:

Date of birth/..... National Insurance Number

Address of Next of Kin

..... Postcode

Using the following list, please tick each box relevant to benefits, credits or services which the deceased person received, paid or used.

- State Pension** - State Pension is a regular payment people receive when they reach State Pension Age.
- Pension Credit** - Pension Credit is an income related benefit that can count toward a guaranteed level of income for people aged 60 or over. The age from which you can get Pension Credit is gradually increasing to 65 between April 2010 and 2020.
- Disability Living Allowance** - Disability Living Allowance - sometimes referred to as DLA – a benefit for the disabled who require help look after them, or have walking difficulties.
- Carer's Allowance** – Carer's Allowance is a taxable benefit for people who look after someone who is disabled. You do not have to be related to, or live with, the person that you care for.
- Jobseekers Allowance** - Jobseekers Allowance is the main benefit for people of working age who are out of work or work less than 16 hours a week on average.
- Employment and Support Allowance** - Employment and Support Allowance replaces Incapacity Benefit and Income Support that is paid because of an illness.
- Housing Benefit/Council Tax Benefit** - If you're on a low income, whether you're working or not, and need financial help to pay all or part of your rent, you may receive Housing Benefit OR Council Tax Benefit.
- Child Benefit** - Child Benefit is a tax-free payment that you can claim for your child. It is usually paid every four weeks but in some cases can be paid weekly, and there are separate rates for each child.

- Child Tax Credits** - Tax credits are payments from the government. If you're responsible for at least one child or young person who normally lives with you, you may qualify for Child Tax Credit.
- Working Tax Credits** - If you're responsible for at least one child or young person who normally lives with you, if you work, but are on a low income, you may qualify for Working Tax Credit
- Personal Taxation** - Personal Taxation is a personal or individual tax such as: Pay As You Earn (PAYE), Self Assessment, Self Employment, Capital Gains Tax, Inheritance Tax.
- Passport Holder – Passport No.** **Please take the passport to the Registrar when you register the death.**
- War Pensions Scheme** - The War Pensions Scheme is for ex-service personnel whose injuries, wounds or illnesses arose prior to 6th April 2005. This scheme also covers War Widows and Widowers Pensions.
- Council Tax** - Council Tax helps pay for local services like policing and rubbish collection. Council Tax applies to all domestic properties, including houses, bungalows, flats, maisonettes, mobile homes and houseboats whether owned or rented.
- Library Services** - A service offered by local councils whereby local residents can borrow books, videos and access information technology administered through a network of lending libraries.
- Electoral Services** - Electoral Services maintain the electoral register - a record of all people eligible aged 18 or over who reside in particular local council area and are eligible to vote.
- Adult Social Services** - This includes meals on wheels or a home help and also the provision of special equipment to provide adaptations to support people who are disabled, frail or elderly living in their own home.
- Owe payments to council** - This might include **Housing Benefit**, rental for facilities or charges for removal of large items.
- Blue Badge** - This is a parking permit. It provides concessions for those with severe mobility problems and have difficulty using public transport.
- Driving Licence Holder – Driving Licence No.**
Please take the Driving Licence to the Registrar when you register the death.
- Overseas Health** - If the deceased has ever lived abroad in a European country and/or used that countries health care system, the UK may still be paying health care charges to that country. By providing this information we can ensure such payments are stopped.

If you are unable to complete the TELL US ONCE process when you register the death but would like to speak to someone in the **Department for Work and Pensions**, please call **0800-085-7308** [lines are open Monday – Friday 8am to 8pm]