

***Help with the cost  
of a funeral  
from the  
Social Fund***

Please read this notes sheet before filling in the claim form.



S O C I A L  
S E C U R I T Y  
A G E N C Y

***Funeral  
Payment  
from the  
Social  
Fund***



An agency within

**DSD**

Department for  
Social Development  
[www.dsni.gov.uk](http://www.dsni.gov.uk)

## *Can you get help?*

### **1 You may be able to get help with the cost of a funeral if you, or your partner**

- have 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
- providing the deceased was normally resident in Northern Ireland, a funeral may be arranged in the Republic of Ireland.
- have arranged the funeral elsewhere in the European Economic Area or Switzerland (but check with your Social Security or Jobs & Benefits office 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, Hungary, France, Germany, Greece, Iceland, Republic of 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.

### **2 You can only get help with 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
  - State Pension Credit
  - Housing Benefit
  - Working Tax Credit where a disability or severe disability element is included in the award
  - Child Tax Credit at a rate higher than the family element

From April 2012 to April 2013 this means a Child Tax Credit Rate of £548 a year or more. This figure is for a whole year and will be less for part-years.

**Important: if you have not already claimed but feel you might be entitled to one of the benefits or tax credits mentioned at Part 2 of the notes page and Part 4 About benefits and entitlements of this form you should consider making an immediate claim for at least one of these benefits or tax credits - if you have not made such a claim within 10 working days of your application for a Funeral Payment then this or any subsequent application for a Funeral Payment may be disallowed if it is not made within three months of the date of the funeral.**

### **3 You may be able to get help with the costs 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 only 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, 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 sheet when the child died, or they are in one of the groups listed at note 4(a)), or
  - 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.

4(a) 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 had died had not broken down, unless that person is at the date of death
  - under 18; or
  - aged 18 or over and in full-time education; or
  - someone who was estranged from the deceased.  
By *estranged* we mean that there was a breakdown in the relationship between the person who has died and their parent, son or daughter. We will decide if this applies when we look at the information you give us on the claim form.
- unless that person is, at the date of death
  - 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, or
- there is a close relative (see above) of the deceased, other than a close relative in one of the excluded groups listed at note 4 above, who was in closer contact with the deceased than you were, or had equally close contact and is not getting a qualifying benefit (see note 2).

## *How to claim*

- 5 **Fill in form SF200 Funeral Payment from the Social Fund that came with this claim pack.**

Send it to your Social Security or Jobs & Benefits office with all the documents we have asked for. You should 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
- method of payment form if you have been given one.

## *Help and advice*

- 6 **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 your Social Security or Jobs & Benefits office. They can arrange for someone to see you at home if this is necessary, or at the Social Security or Jobs & Benefits office. Their phone number and address are in the phonebook under **Government of Northern Ireland – Department for Social Development**.

It is Agency policy to provide you with all the information, advice and help to complete any Social Security benefit claim form. Please feel free to contact your nearest Social Security or Jobs & Benefits office, Community Benefit Office or the Benefit Shop, Royal Avenue, Belfast. If you would like further information about disability benefits, you can also contact the Benefit Enquiry Line. The telephone number is 0800 220 674.

However, if you do not want to make use of our services, you may be able to get help from a friend, relative or an Advice Centre.

- 7 **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.**

Your Social Security or Jobs & Benefits office can help you fill in the form or you can ask a relative, or friend, or someone at an Advice Centre.

### **Data Protection Act 1998**

The information that you provide will be used to process your Social Fund application. Some of the information may be checked with other sources. The information may be used for other purposes relating to the work of the Department for Social Development. It will be given to other people only as permitted by law.

### **Customer Service**

The Social Security Agency is committed to providing a service which is accessible, accurate, prompt and helpful and which does not discriminate on the grounds of age, sex, race, religion or any disability. If you are unhappy with the service provided, ask to speak to or write to the Customer Service / Unit Manager at the Social Security or Jobs & Benefits office.

## *The help you can get*

**8** A funeral payment covers the necessary cost of specified items or services, plus up to £700 for other funeral expenses. Please see notes 11-12 for the cost we can consider.

**9** If the person who has died had a prepaid funeral plan, please read notes 13 to 16.

*A prepaid funeral plan* is any arrangement made before death to cover some or all of the costs of a funeral.

**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.

### **The Funeral Payment can include**

**11** the cost of reopening a grave or opening a new grave and burial costs, or in the case of a cremation

- the cremation fee
- the cost of any necessary 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 assets of the person who has died.

We use *assets* to mean all 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 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 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** A *prepaid funeral plan* is any arrangement made before death to cover some or all of the costs of a funeral. We need to know if the person who has died had
- a prepaid funeral plan
  - a funeral bond
  - any other prepaid arrangement like these.
- 14** We cannot help with any of the items and services listed in notes 11 to 12 of this notes sheet 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 notes 11 to 12 that are not covered by the plan
  - the necessary part-cost of any items listed in notes 11 to 12 that are only partly covered by the plan
  - up to £120 for any other funeral expenses.
- 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
- 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 (Special Payments) Trust
  - the MacFarlane (Special Payments) (No 2) Trust
  - the Fund
  - the Eileen Trust
  - Department of Health payments in respect of Victims of Creutzfeldt Jakob Disease
  - the Skipton Fund
  - The Caxton Foundation
  - MacFarlane Trust
  - The London Bombings Relief Charitable Fund
  - MFET Ltd.

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## *How we will pay you*

- 19** 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.

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## *Paying back a Funeral Payment*

- 20** 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.

- 21** Debt Centre NI will write to you or to the person who is looking after the financial affairs of the person who has died. We 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.

- 22** We do not count the home occupied by the partner of the person who has died, or personal possessions left to relatives.

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



### 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.

**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**

You	Your partner
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.

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**All other names** in full

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**Date of birth**

/ /	/ /
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**Your address**

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

Postcode	Postcode

Letters Numbers Letter

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Letters Numbers Letter

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**National Insurance (NI) number**

You can find the number on your NI numbercard, letters about our benefits or payslips

**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
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**Mobile phone number**

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- 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

/ /
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Application Number

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Initials

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- Please tell us about the person who has died

Their surname

Their other names

Their address

  
  

Their date of birth

Date they died

Date of funeral

Their National Insurance (NI) number

Will the funeral take place in the United Kingdom (UK)?

The *UK* is England, Scotland, Wales and Northern Ireland.

No Yes 

If the funeral is not in the UK, in which country will it take place?

Please see Part 1 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 Yes 

Had they lived in the UK for the past 5 years?

No Yes 

If the funeral is to take place in the Republic of Ireland, did the person who has died reside in Northern Ireland?

No Yes

**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

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Their date of birth

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

- **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.

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- **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.

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- **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.

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- **State Pension Credit?**

No

Yes

If you or your partner are **getting** State Pension Credit, please go to **Part 5**.

If you or your partner are **waiting to hear about** an application for State Pension Credit, please answer the next question.

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- **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.

Are you or your partner getting Child Tax Credit at a rate higher than the family element or waiting to hear about an application for Child Tax Credit at a rate higher than the family element? From April 2012 to April 2013 this means a Child Tax Credit Rate of £548 a year or more.

No

Yes

If you or your partner are **getting** Child Tax Credit at a rate higher than the appropriate maximum family element go to **Part 5**.

If you or your partner are **waiting to hear about** an application for Child Tax Credit please answer the next question.

Are you or your partner getting Housing Benefit or waiting to hear about an application for Housing Benefit?

No

Yes

Send us the letter from the NIHE/LPS 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** an application for Housing Benefit, send this claim form to us straight away. You will get a letter that tells you if you can get Housing Benefit. Send the letter to us as soon as you can.

- You must remember to send us all the documents we ask for. If you do not, benefit you can get because of this claim may be delayed.
- If you or your partner are not getting, or not waiting to hear about an application for, any of the benefits on pages 4 and 5, you will not be able to get a Funeral Payment from the Social Fund.

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.

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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**.

**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 4(a)** 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.



**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.

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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.

	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.		
<b>Did they keep in touch with the person who has died?</b>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	How often did they keep in touch?	How often did they keep in touch?
	How did they keep in touch? For example, by visit, telephone or letter.	How did they keep in touch? For example, by visit, telephone or letter.
<b>Did they give domestic or caring assistance to the person who has died?</b>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Did they go on social outings or holidays with the person who has died?</b>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Was the contact they had with the person who has died limited because of work or domestic responsibilities?</b>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Tell us anything else about their relationship with the person who has died that might be relevant</b>		

If you have any more information that might be relevant, tell us in **Part 11 Other information**.

	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	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.		
<b>Did they keep in touch with the person who has died?</b>	<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
	<b>Yes</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>
	How often did they keep in touch?	How often did they keep in touch?
	How did they keep in touch? For example, by visit, telephone or letter.	How did they keep in touch? For example, by visit, telephone or letter.
<b>Did they give domestic or caring assistance to the person who has died?</b>	<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
	<b>Yes</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>
<b>Did they go on social outings or holidays with the person who has died?</b>	<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
	<b>Yes</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>
<b>Was the contact they had with the person who has died limited because of work or domestic responsibilities?</b>	<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
	<b>Yes</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>
<b>Tell us anything else about their relationship with the person who has died that might be relevant</b>		

If you have any more information that might be relevant, tell us in **Part 11 Other information**.

**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.**

**Do any of the parents, sons, daughters or close relatives or their parents get any of the following:**

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- State 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 2012 to April 2013 this means a rate of £548 a year or more.
- Housing Benefit
- Council Tax Benefit or Second Adult Rebate.

**Are any of the parents, sons, daughters or close relatives or their partners in one of the groups listed in note 4(a) of the notes booklet that came with this claim pack?**

**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


**No**  Please go to **Part 6**.

**Yes**  We may need to write to you for more information.

By 'child' we mean a person who is treated as a child for the purpose of the Child Benefit Act.

Please tick to say how you were related to the child who has died

Mother  Father  Other  Please say how

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The child's date of birth

/  /

The child's date of death

/  /

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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.

**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

/	/
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Their National Insurance (NI) number, where known

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"/>

Do they or their partner get a qualifying benefit?

**No**  Please answer the next question on this page.

**Note 2** of the notes sheet that came with this claim pack tells you what the qualifying benefits are.

**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 4** of the notes sheet that came with this claim pack?

**No**

**Yes**  Please tell us about them. We may need to write to you for more information.

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. Send in your claim within the time limit and send the bill separately to us as soon as you receive it.

- Remember to tell the funeral director that you are claiming a Funeral Payment and send us the funeral director's method of payment form if you have been given one. Alternatively, you can get further information from our website: [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

Name of the funeral director

Their address



Postcode

Their phone number

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

Can we get in touch with the funeral director if we need 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 12** of the notes sheet that came with this claim pack.

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  Please tick **one** box to tell us why you are claiming travel expenses.

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?**

No

Yes  Please send the bill or receipt with this form.

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.**

- We need to know about the estate. The estate is 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 financial affairs are 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 or letters of administration. 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 if the person who has died left a will.

You apply for letters of administration 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 or letters of administration?

No

Yes  Please go to **Part 9**.

**Has a solicitor applied for grant of probate or letters of administration on your behalf?**

No

Yes  Please tell us about the solicitor.

Their name

Address



Postcode

Phone number, if you know it

Code	Number
------	--------

- You should tell your solicitor about your claim for a Funeral Payment. We will get in touch with them about any Funeral Payment that we pay you.

**If you have not already applied for grant of probate or letters of administration, 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

Address



Postcode

Phone number, if you know it

Code	Number
------	--------

- You should tell them about your claim for a Funeral Payment. We will get in touch with them about any Funeral Payment we pay you.

- 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 18** 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"/>
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"/>
Money from insurance policies including Credit Union Death Benefit Insurance. Please send us the letter that came with the payment.	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Amount	£ <input type="text"/>
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"/>
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"/>
Money repaid from a prepaid funeral plan. See <b>notes 13 to 16</b> of the notes booklet that came with this claim pack.	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Amount	£ <input type="text"/>
Money from a charity.	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Amount	£ <input type="text"/>
Money from relatives.	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Amount	£ <input type="text"/>
Any other money available to pay for the funeral.	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Amount	£ <input type="text"/>

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?

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 13 to 16** of the notes sheet that came with this claim pack tell you more about prepaid funeral plans.

No

Yes

Please send us the documents listed in **notes 15 or 16** of the notes sheet that came with this claim pack.

You must remember to send us all the documents we ask for. If you do not, benefit 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

 £

We will make payment to the funeral director. But if you have already paid some or all of the funeral director's bill, we will make payment to you. Please read **note 19** 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

When was the bill paid?  /  /

Who paid the bill?

**Now fill in the rest of this part.**

## 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"/>
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### 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"/>
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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"/>
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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.

- **Please use this space to tell us anything else you think we might need to know.**  
If the funeral bill has already been paid, please use this space to give details about the money you have used to pay the bill.





- 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 9 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 15** or **16** of the notes sheet that came with this claim pack?

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 your **Social Security or Jobs & Benefits office**. Their address and phone number is in the phonebook under **Government of Northern Ireland – Department for Social Development**.

Please read **note 19** of the notes sheet 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 20 to 22** of the notes sheet which tell you about paying back a Funeral Payment.

Payment you can get because of this claim 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 payment you can get because of this claim may be delayed.

At Northern Ireland Social Security Agency we aim to provide a high standard of customer service at all times. Details of our Customer Charter can be found on our website at [www.dsdni.gov.uk](http://www.dsdni.gov.uk)

You can access our website from many libraries.

For more information please contact the Department for Social Development.







*Funeral payment claim pack*

