

# CHECKLIST OF WHAT TO DO WHEN SOMEONE DIES

After someone passes away there are a number of administrative tasks that need to be completed. Here, we list the main steps that you'll need to take in order to sort out your loved one's affairs.

## GET A MEDICAL CERTIFICATE OF CAUSE OF DEATH

## REGISTER THE DEATH

### DOCUMENTS TO TAKE TO THE REGISTER OFFICE:

- Medical Certificate showing cause of death

### PLUS (IF YOU HAVE THEM):

- NHS medical card or number
- Marriage or civil partnership certificate
- Proof of their address
- Birth Certificate

## LOOK FOR A WILL OR LETTER OF WISHES

## CHECK IF THERE IS A FUNERAL PLAN

## ARRANGE THE FUNERAL

- Choose a funeral director and the kind of funeral you want
- Tell family and friends about the funeral
- Create a funeral notice

## NOTIFY INSTITUTIONS AND SERVICE PROVIDERS OF THE DEATH

### USE "TELL US ONCE" TO NOTIFY GOVERNMENT DEPARTMENTS

#### USEFUL DOCUMENTS TO HAVE AVAILABLE WHEN USING TELL US ONCE ARE:

- Birth Certificate
- National Insurance Number (found on pension/benefit letters)
- Passport
- Driving License
- Council Tax Letters
- Benefit Letters (Housing Benefit, Universal Credit etc.)
- Pension Information

## USE SETTLD TO NOTIFY EVERYONE ELSE YOU'LL NEED:

- The death certificate
- Copy of the will (if there is one)
- Details of the companies we want us to change accounts for
- Meter readings for gas/electricity/water bills
- Personal ID to complete Onfido check

OUR TEAM IS ALWAYS ON HAND IF YOU NEED ANY ASSISTANCE WITH THE FORM

## STOP UNWANTED MARKETING LETTERS

- Register with the Mailing Preference Service (MPS) which will stop post coming from any members of the Direct Marketing Association
- Contact The Bereavement Register for free

## DEAL WITH THE ESTATE

SEE OUR "WHAT IS PROBATE AND HOW DO I KNOW IF I NEED IT?" ARTICLE FOR MORE INFORMATION.

- Check if you need to apply for probate
- Value the estate
- Pay debts, inheritance tax and distribute inheritance

At SettlD, we specialise in simplifying the process of end-of-life administration. Our service is free to members of the public and is designed to make it easy for you to notify companies when a loved one has died, and request closure, transfer or amendment of their accounts. All you have to do is fill in a simple online form.

If you'd like to know more about SettlD and how we can help, visit our website [www.settld.care](http://www.settld.care) or you can email [support@settld.care](mailto:support@settld.care) or call us on 0203 286 1398 (10am-6pm, Monday to Friday)

### Useful Links:

Age UK: [What to do when someone dies](#)

Age UK: [Dealing with an Estate](#)

[Bereavement Register Service](#)

GOV.UK: [Tell Us Once](#)

GOV.UK: [Find a register office](#)

GOV.UK: <https://www.gov.uk/after-a-death>

Inheritance Tax Forms: [Which to use and what will you owe?](#)