



# Help using this PDF claim form

You can save data typed into this PDF form if you use **Adobe Reader**. This means that you do not have to fill the form in one session.

This form will only save if:

- the form is saved onto your computer, and
- opened in a recent version of Acrobat Reader.

The form will not save in:

- versions of Acrobat Reader older than version XI
- other pdf readers, for example *Preview* on a Mac or *Foxit* on a PC.

You can download **Adobe Reader** free of charge from the Adobe website.

If you are having technical difficulties:

- downloading the form
- navigating around the form, or
- printing the form

please contact the **DWP Online Helpdesk**.

Phone: **0800 169 0154**

Email: **[dwponline.helpdesk@dwp.gsi.gov.uk](mailto:dwponline.helpdesk@dwp.gsi.gov.uk)**

Opening hours:

Monday to Friday: 8am - 6pm

Closed on weekends and all Public and Bank Holidays.

For help and advice on the information you need to put on the form or about the benefit you want to claim, contact the office that deals with the benefit.

Calls to 0800 numbers are free from landlines or mobiles.

You do not need to return this sheet with your form.



## We have many ways we can communicate with you.

If you would like braille, British Sign Language, email, a hearing loop, translations, large print, audio or something else please call us on **0800 151 2012**.

Calls to 0800 numbers are free from landlines and mobiles.

## Treating people fairly

We are committed to the Equality Act 2010 and treating people fairly. To find out more about this law, search 'Equality' on [www.gov.uk](http://www.gov.uk)

By adult we mean someone aged 20 or over, or someone aged 16 to 19 who is not in:

- full-time education
- non-advanced education, or
- training.

For all other circumstances please use the form Social Fund Funeral Expenses Payment for a child.

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## About this form

What you need to do:

- Use this form to claim a Funeral Expenses Payment for an adult if you live in England or Wales. But remember, the easiest way to claim is by calling **0800 151 2012**. If you are an adult living in Scotland, you may be able to claim Funeral Support Payment. Go to [www.mygov.scot](http://www.mygov.scot) for more information.
- This form and the notes are available in Welsh.
- Before you fill in the claim form, please take a few minutes to read the notes that came with this form. They contain important information and help explain some of the questions we ask you and why we are asking them.
- Write in **black ink** and use **CAPITAL LETTERS**. If you want to, you can download a copy of the form to your computer and fill it in. Go to [www.gov.uk](http://www.gov.uk) and search for SF200adult
- We are sorry if some of the questions in the form upset you. But, if you answer all the questions as fully as possible, and send us all the documents we have asked for, including a final funeral bill or contract, you will help us decide quickly if you can get a Funeral Expenses Payment or not.
- If you have difficulty filling in this form, ask for help. You can ask a relative, friend or someone at an advice centre to help you **but you must sign the form yourself**.
- You must claim a Funeral Expenses Payment within 6 months of the date of the funeral. If you are waiting for a decision on a qualifying benefit, you must still claim within the time limit.

## About you

### 01 Do you have a partner?

We use partner to mean:

- a person you live with who is your husband, wife or civil partner, or
- a person you live with as if you are a married couple

If your partner is the person who has died do not complete their details in the partner section below but tell us about them in question 18.

No - go to question 2.

Yes - tell us about you from question 2 and your partner from question 10.

### 02 Your National Insurance (NI) number

You can find the National Insurance number on a National Insurance number card, letters about benefit, or payslips.

### 03 If you do not know your National Insurance number, have you ever had one or used one at any time?

No

Yes

### 04 Your surname or family name

### 05 All your other names, in full

### 06 Your date of birth

DD/MM/YYYY

### 07 A phone number we can contact you on, if you have one.

We may need to contact you by phone to get more information or to let you know when we have made a decision on your claim. Please note that our number may show as 0800, unknown or withheld.

### 08 Your email, if you have one.

### 09 Your current address

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

Postcode

## About your partner

**10 Your partner's National Insurance (NI) number**

You can find the National Insurance number on a National Insurance number card, letters about benefit, or payslips.

**11 If you do not know your partner's National Insurance number, has your partner ever had one or used one at any time?**

No

Yes

**12 Your partner's surname or family name**

**13 All your partner's other names, in full**

**14 Your partner's date of birth**

DD/MM/YYYY

**15 A phone number we can contact your partner on, if they have one.**

We may need to contact your partner by phone to get more information or to let them know when we have made a decision on your claim. Please note that our number may show as 0800, unknown or withheld.

**16 Your partner's email, if they have one.**

**17 Your partner's current address**

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

Postcode

## About the person who has died

<b>18</b> Their surname or family name	<b>24</b> The date of funeral if known DD/MM/YYYY
<b>19</b> Their other names, in full	<b>25</b> Will the funeral take place in the United Kingdom (UK)? The UK is England, Scotland, Wales and Northern Ireland. No Yes
<b>20</b> Their date of birth DD/MM/YYYY	<b>26</b> If the funeral is not in the UK, in which country will it take place? Please see the notes booklet. If the funeral is not in one of the countries shown, you cannot get help.
<b>21</b> Their address  Postcode	<b>27</b> Did the person who has died have their main home in the UK? No - we will contact you about this. Yes
<b>22</b> Their National Insurance (NI) number	
<b>23</b> The date they died DD/MM/YYYY	

## About paying for the funeral

**28** Have you or your partner taken responsibility for the funeral expenses?

No - you will not be able to get Funeral Expenses Payment.

Yes

**29** Is the signed contract or the final bill for the funeral in either your name or your partners name?

The contract is the signed agreement between you and the funeral director.

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.

**30** Has anyone else claimed a Funeral Expenses Payment for this person?

No

Yes - please tell us about them.

Their full name

Their date of birth

DD/MM/YYYY

Their National Insurance number

Their address

Postcode

Please tell us why they have claimed a Funeral Expenses Payment for this person?

**31** Has a Funeral Support Payment from the Scottish Government been paid to either you or someone else for this funeral?

No

Yes - please tell us about them.

Their full name

Their date of birth

DD/MM/YYYY

Their National Insurance number

Their address

Postcode

## About benefits

**32** Are you or your partner claiming any of the following:

- Universal Credit
- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- Pension Credit
- The disability or severe disability element of Working Tax Credit
- Child Tax Credit
- Housing Benefit
- Support for Mortgage Interest

No

Yes - please tell us which benefits you are getting.

**If you or your partner are getting Housing Benefit, send us the latest award letter from the council which shows your claim award details for Housing Benefit. Send it with this form.**

**33** Are you or your partner waiting to hear about a claim for any of the following:

- Universal Credit
- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- Pension Credit
- The disability or severe disability element of Working Tax Credit
- Child Tax Credit
- Housing Benefit
- Support for Mortgage Interest

No

Yes - please tell us which benefits you are waiting to hear about.

**If you or your partner are waiting to hear about a claim for Housing Benefit, do not wait until you hear about the claim. Send this form to us.**

**You will get a letter from the council to tell you if you can get Housing Benefit. Send this letter to us as soon as you can.**

**Now go to question 34.**



If you or your partner are not getting, or waiting to hear about a claim for any of the above benefits, you will not be able to get a Funeral Expenses Payment.

## About taking responsibility for the funeral

**34** Was the person who died your partner and living with you at the time of their death? or had you been living together immediately before one or both of you moved into a care home?

By partner we mean:

- a person you live with who is your husband, wife or civil partner, or
- a person you live with as if you are a married couple

No

Yes - please go to **question 133**.

**35** Please tell us their relationship to you

For example, they were your son, daughter, sister, brother, daughter-in-law, father-in-law, step-parent, step-son, step-daughter-in-law, close friend.

**36** Is there a surviving partner of the person who has died?

No

Yes - please tell us about them.

Their full name

Their address

Postcode

Please tell us why this person is not claiming the Funeral Expenses Payment.

**37** Did the person who has died have any other surviving parents or children?

Do not include yourself or any children of the person who has died if Child Benefit is still in payment for them.

No - please go to **question 83**.

Yes

**38** Had the relationship between the person who has died and any of the surviving parents or children broken down?

No

Please tell us about the other surviving parents or children on pages 8 to 12. If you need more space, please use a separate sheet of paper. Remember to put your full name and National Insurance number on any separate sheet of paper you use.

Yes

Please tell us their full names.



Please tell us how the family relationship had broken down and for how long.

**Tell us about any other surviving parents or children of the person who has died. It is important that you give us as much information as possible.**

**Parent or child 1**

**39** Their full name

**40** Their address

Postcode

**41** Their relationship to the person who has died

**42** Their date of birth

DD/MM/YYYY

**43** Their National Insurance number, if you know it.

**44 Do they get a qualifying benefit?**

Please see the notes booklet.

Yes

Please tell us which benefits they are getting. If you do not know, write Do not know in the box.

No

If they do not get a qualifying benefit, do they live in a local authority or local government funded care establishment where they pay the costs either in full or partly?

Do not know. We will contact you about this.

No

Yes

**45 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.

**46 Did they give domestic or caring help to the person who has died?**

No

Yes

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

No

Yes

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

No

Yes

**49 Tell us anything else about their relationship with the person who has died that might be relevant.**

**Parent or child 2**

**50 Their full name**

**51 Their address**

Postcode

**52 Their relationship to the person who has died**

**53 Their date of birth**

DD/MM/YYYY

**54** Their National Insurance number, if you know it.

**55** Do they get a qualifying benefit?

Please see the notes booklet.

Yes

Please tell us which benefits they are getting. If you do not know, write Do not know in the box.

No

If they do not get a qualifying benefit, are they resident in a care establishment and their expenses are met in whole or in part by the local authority or local government?

Do not know. We will contact you about this.

No

Yes

**56** 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.

**57** Did they give domestic or caring help to the person who has died?

No

Yes

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

No

Yes

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

No

Yes

**60** Tell us anything else about their relationship with the person who has died that might be relevant.

**Parent or child 3**

**61** Their full name

**62** Their address

Postcode

**63** Their relationship to the person who has died

**64** Their date of birth  
DD/MM/YYYY

**65** Their National Insurance number, if you know it.

**66** Do they get a qualifying benefit?  
Please see the notes booklet.

Yes  
Please tell us which benefits they are getting. If you do not know, write Do not know in the box.

No  
If they do not get a qualifying benefit, are they resident in a care establishment and their expenses are met in whole or in part by the local authority or local government?

Do not know. We will contact you about this.

No

Yes

**67** 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.

**68** Did they give domestic or caring help to the person who has died?

No

Yes

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

No

Yes

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

No

Yes

**71** Tell us anything else about their relationship with the person who has died that might be relevant.

**Parent or child 4**

**72** Their full name

**73** **Their address**

Postcode

**74** **Their relationship to the person who has died**

**75** **Their date of birth**  
DD/MM/YYYY

**76** **Their National Insurance number, if you know it.**

**77** **Do they get a qualifying benefit?**  
Please see the notes booklet.

Yes  
Please tell us which benefits they are getting. If you do not know, write Do not know in the box.

No  
If they do not get a qualifying benefit, are they resident in a care establishment and their expenses are met in whole or in part by the local authority or local government?

Do not know. We will contact you about this.

No

Yes

**78** **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.

**79** **Did they give domestic or caring help to the person who has died?**

No

Yes

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

No

Yes

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

No

Yes

**82** **Tell us anything else about their relationship with the person who has died that might be relevant.**

**83 Are there any other surviving close relatives of the person who has died?**

Do not include yourself even 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 **question 133**.

Yes

Please tell us about the other close relatives on pages 13 to 17. If you need more space, use a separate sheet of paper. Remember to put your full name and NI number on any separate sheet of paper you use.

**Tell us about any other surviving parents or children of the person who has died. It is important that you give us as much information as possible.**

**Close relative 1**

**84 Their full name**

**85 Their address**

Postcode

**86 Their relationship to the person who has died**

**87 Their date of birth**

DD/MM/YYYY

**88 Their National Insurance number, if you know it.**

**89 Do they get a qualifying benefit?**

Please see the notes booklet.

No

Yes

Please tell us which benefits they are getting. If you do not know, write Do not know in the box

**90 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.

**91 Did they give domestic or caring help to the person who has died?**

No

Yes

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

No

Yes

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

No

Yes

**94** Tell us anything else about their relationship with the person who has died that might be relevant.

### Close relative 2

**95** Their full name

**96** Their address

Postcode

**97** Their relationship to the person who has died

**98** Their date of birth

DD/MM/YYYY

**99** Their National Insurance number, if you know it.

**100** Do they get a qualifying benefit?

Please see the notes booklet.

No

Yes

Please tell us which benefits they are getting. If you do not know, write Do not know in the box

**101** 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.

**102** Did they give domestic or caring help to the person who has died?

No

Yes

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

No

Yes

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

No

Yes

**105** Tell us anything else about their relationship with the person who has died that might be relevant.

**Close relative 3**

**106** Their full name

**107** Their address

Postcode

**108** Their relationship to the person who has died

**109** Their date of birth  
DD/MM/YYYY

**110** Their National Insurance number, if you know it.

**111** Do they get a qualifying benefit?

Please see the notes booklet.

No

Yes

Please tell us which benefits they are getting. If you do not know, write Do not know in the box

**112** 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.

**113** Did they give domestic or caring help to the person who has died?

No

Yes

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

No

Yes

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

No

Yes



**116** Tell us anything else about their relationship with the person who has died that might be relevant.

**Close relative 4**

**117** Their full name

**118** Their address

Postcode

**119** Their relationship to the person who has died

**120** Their date of birth

DD/MM/YYYY

**121** Their National Insurance number, if you know it.

**122** Do they get a qualifying benefit?

Please see the notes booklet.

No

Yes

Please tell us which benefits they are getting. If you do not know, write Do not know in the box

**123** 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.

**124** Did they give domestic or caring help to the person who has died?

No

Yes

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

No

Yes

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

No

Yes

**127** Tell us anything else about their relationship with the person who has died that might be relevant.

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.

**128** 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, phone or letter.

**129** Did you or your partner give domestic or caring help to the person who has died?

No

Yes

**130** Did you or your partner go on social outings or holidays with the person who has died?

No

Yes

**131** Was the contact you or your partner had with the person who has died limited because of work or domestic responsibilities?

No

Yes

**132** Please tell us anything else about your 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.

## About the funeral



Although we will not be able to decide if you can get a Funeral Expenses Payment until we have received the signed contract of the final bill for the funeral, you should make your claim straightaway.

Remember to tell the funeral director, if you have one, that you are claiming a Funeral Expenses Payment and that we will contact them about payment into their bank account.

### **133** Have you used a funeral director to arrange the funeral?

No

Please send us any invoices or receipts you have from arranging the funeral.

Yes

Please tell us their details.

Name of the funeral director

Their address

Postcode

Their phone number

### **134** Can we get in touch with the funeral director for more information?

No

Yes

### **135** 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 tell us what they are for.

How much did you pay?

Please send your receipts with this form, if you have them.

### **136** 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 go to the funeral

No

Yes

Why are you claiming travel expenses?

Please tick one box.

To arrange the funeral

To go to the funeral

How did you travel?  
For example, by car, bus or train.

How much did you have to pay?  
Please send your tickets or receipts with  
this form, if you have them.

**137** Did 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.

No

Yes

Was this to release an insurance policy or other money of the person who has died?

No

Yes



You must remember to send us all the documents we ask for. If you do not, your claim may be delayed.

## About the estate

We need to know about the money, savings and property of the person who has died. These are 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 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.

**138** Have you already applied for grant of representation, letters of administration or confirmation, or have you instructed a solicitor to apply on your behalf?

No

Yes

Who has applied?

You

Your solicitor. Please tell us about them.

Their name

Their address

Postcode

Phone number, if you know it.



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

**139** 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

**140** Is someone else sorting out the financial affairs of the person who has died?

No

Yes

Please tell us about them.

Their full name

Their address

Postcode

Their phone number, if you know it



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

## 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. **Do not** include any of your personal savings.

**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 any arrears of benefit or any lump sum Bereavement Payment. We will also not take into account any contributions from charities, friends or relatives towards the cost of the funeral.

This is in recognition that the total cost of a funeral may be greater than the value of the Funeral Expenses Payment.

**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.

**141 Is there any money that is available or due to you or a member of your family to pay for the funeral?**

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.

No

Please go to question 151.

Yes

Please answer all the following questions in this part.

**142 Cash belonging to the person who has died.**

Don't know

We will contact you about this.

No

Yes

Please tell us how much.

**143 Money in accounts at date of death.**

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.**

Don't know

We will contact you about this.

No

Yes

Please tell us how much.

Were any of the savings in a joint account?

No

Yes

Please tell us how much.

Please send us the last bank statement.

Have the savings been transferred to the other joint account holder?

No

Yes

How much was transferred?

**144 Money in an ISA.**

Don't know

We will contact you about this.

No

Yes

Please tell us how much.

**145 Money from insurance policies.**

Don't know

We will contact you about this.

No

Yes

Please tell us how much.

**146 Money from an occupational pension scheme.**

Don't know  
We will contact you about this.  
No  
Yes  
Please tell us how much.

**147 Money from a burial club.**

Don't know  
We will contact you about this.  
No  
Yes  
Please tell us how much.

**148 Money from a prepaid funeral plan.**

Don't know  
We will contact you about this.  
No  
Yes  
Please tell us how much.

**Has the funeral plan been paid for and does it meet some or all of the funeral costs?**

No  
Yes

Please send us a copy of the original plan and any documents you have received from the funeral plan provider showing the items and services that the plan provides for this funeral.

Can we get in touch with the plan provider if we need more information?

No  
Yes

**149 Any other money available to pay for the funeral.**

Do not include any of your personal savings.

Don't know  
We will contact you about this.  
No  
Yes  
Please tell us how much.

Where did this money come from?

**150 Has anyone claimed a War Pension Funeral Grant for the person who has died?**

Don't know  
We will contact you about this.  
No  
Yes  
If there has been a payment, tell us how much.



You must remember to send us all the documents we ask for. If you do not, your claim may be delayed.

## Making payment



We usually pay the funeral director. But if you have already paid all of the funeral director's bill, or if you have not used a funeral director, we will pay you. Please see the notes booklet.

### 151 Have you already paid the funeral bill, either in full or in part?

No

Please go to **page 25**.

Yes

In full

In part

When was it paid?

How much was paid?

Who paid the bill?

How was the bill 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 payment will be made and how much it will be for.

### Finding out how much we have paid into your account

You can check your payments on account statements. The statements may show your National Insurance number next to any payments we have made. If you think your payment is wrong, tell the office that pays you straight away.



Fill in the rest of this form. You do not have to wait until you have opened an account or contacted us.

## 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
- 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.



## About the account you want to use

### Please tell us your account details below.

**It is very important you fill in all the 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 do not know the account details, ask the bank or building society.

- You can use an account in your name, or a joint account.

- You can use someone else's account if:
  - the terms and conditions of their account allow this, and
  - they agree to let you use their account, and
  - you are sure they will use your money in the way you tell them
- You can use a credit union account. You must tell us the credit union's account details. Your credit union will be able to help you with this.
- If you are an appointee or a legal representative acting on behalf of the claimant, the account should be in your name only.

#### **152 Name of the account holder**

Exactly as it is shown on the chequebook or statement.

#### **153 Name of the bank or building society**

#### **154 Sort code**

Tell us all 6 numbers, for example 12-23-56.

— —

#### **155 Account number**

This must be between 6 and 10 numbers.

#### **156 Building society roll or reference number**

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.

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## Other information

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

If there is not enough space, please use a separate sheet of paper. Make sure that you put your full name and NI number on each separate sheet of paper you use.

**If you are not filling in and signing this form for someone else, please go to the Declaration.**

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## For people filling in and signing this form for someone else

**157** Please tell us why you are filling in and signing this form for someone else.

I am sending a letter signed by the claimant with this form. The letter tells you that they agree to me making the claim for them.

I am their appointee.

I have power of attorney.

Your full name

Your date of birth  
DD/MM/YYYY

Your address

Postcode

The best contact number we can contact you on. if you have several numbers, please tell us.

Now sign the declaration below.

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### Declaration

I agree that the information I have given is complete and correct. If I give wrong or incomplete information, or I do not report changes straight away, I may:

- be prosecuted
- need to pay a financial penalty
- be paid too much Funeral Expenses Payment and have to pay back any money that I am not entitled to

If you pay me less than you should, you may pay me the money that you owe me.

I understand that if I have provided a signed contract or funeral bill, I must let the department know straight away if any later changes are made to this contract. The contract is the signed agreement between you and the funeral director.

**Signature**

Date

DD/MM/YYYY

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## 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 checklist 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 or the signed contract, have you sent it to us?  
**We cannot accept estimated bills. If you do not have the final bill or signed contract yet, please send it to us as soon as possible. Make sure that the final bill or signed contract has your name, address and NI number written on it.**
- If the bill has already been paid, have you told us about the money you have used to pay the bill in question 141 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 question 148 of this form?
- 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?

## What to do with this form and any documents we have asked for

Send it by post to:  
Freepost DWP Funeral Payments

Take it to:  
your local Jobcentre Plus.

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## How the DWP collects and uses information

When we collect information about you we may use it for any purposes.

These include:

- social security benefits and allowances
- child maintenance
- investigating and prosecuting tax credits offences
- private pensions policy, and
- retirement planning

We may get information about you from other parties for any of our purposes as the law allows to check the information you provide and improve our services. We may give information about you to other organisations as the law allows, for example to protect against crime.

To find out more about our purposes, how we use personal information for those purposes and your information rights, including how to request a copy of your information, please search for DWP Personal Information Charter on [www.gov.uk](http://www.gov.uk)

