



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** or textphone **0800 731 0464** and tell us which you need.

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

What is Bereavement Support Payment

Bereavement Support Payment gives financial support to people for a period after the death of a partner.

We refer to the person who has died as 'your late partner'. By this we mean either your husband, wife, civil partner, or partner that you lived with as if you were married to them.

What you will get

There are 2 different rates of Bereavement Support Payment.

Standard rate

You may be able to get a lump-sum payment of £2,500 followed by up to 18 monthly payments of £100.

Higher rate

If you were responsible for a child under the age of 20 or expecting a child at the time your late partner died you could get a lump-sum payment of £3,500 followed by up to 18 monthly payments of £350.

Your claim for Bereavement Support Payment

To make sure you get your payment as soon as possible:

- answer all the questions on this form that apply to you and your late partner
- send us all the documents we ask for.

If you cannot send us all the documents straight away, still send your claim form in now.

Before you start

To apply you will need:

- the date your late partner died
- your late partner's National Insurance number
- your National Insurance number
- your bank details
- your marriage or civil partnership certificate, if you have one.

This form is available in Welsh.

About you

01 Title

For example Mr, Mrs, Miss, Ms.

02 Surname or family name

03 All your other names in full

04 All other surnames or family names you have used or have been known by

Please include maiden name, all former married or civil partnership names and all changes of family name.

05 National Insurance number

You can get this from your National Insurance number card, letters about benefits, payslips or form P60.

06 Date of birth

DD/MM/YYYY

07 Home address where you normally live

Postcode

08 Home phone number

If you have one.

09 Mobile phone number

So we can text you updates about your claim.

10 Are you happy for us to contact you by email?

No

Yes

Please tell us your email address

11 The address where you normally lived when your late partner died

If it was different to your address now.

Postcode

12 Were you married to or in a civil partnership with the person who died, at the time of their death?

No Go to question 17

Yes

13 Are you sending us your marriage or civil partnership certificate?

No

Yes

Please send us your original marriage or civil partnership certificate. Do not send us a photocopy. We will return your certificate to you. If you do not have the original certificate still send this claim form now.

14 What was the date of your marriage or civil partnership?

If you converted your civil partnership into a marriage or married your civil partner, what date is your marriage treated as starting on.

DD/MM/YYYY

15 In what country did your marriage or civil partnership take place?

16 What religion was the ceremony conducted under?

We may need some more information from you. We will let you know if we do.

17 At the time of their death, were you living with the person who died as if you were married to them?

No

Yes

About your late partner

18 Your late partner's title

For example Mr, Mrs, Miss, Ms.

19 Their surname or family name

20 Their other names in full

21 All other surnames or family names they have been known by or were still using

22 Their National Insurance number

23 Their date of birth

DD/MM/YYYY

24 Their address

if it was different from your address.
If you do not know their last address, write 'not known'.

Postcode

25 What date did they die?

DD/MM/YYYY

If you have an interim death certificate or a letter from the coroner confirming the death, please send it to us. If you prefer, you can take your certificate to your Jobcentre Plus office. Take this form as well. But if you do not have any certificates yet, still send in your claim form now.

26 Did they pay National Insurance contributions before they died?

No

Yes

Please tell us if they were:

employed

self-employed

27 Do you think your late partner died because of an accident at work, or because of a disease or illness connected with their work?

No

Yes

May we get medical reports from their doctor and any hospital, if we need them?

No

Yes

28 Did your late partner ever live or work outside the UK?

If they only ever lived or worked in England, Scotland, Wales or Northern Ireland, tick **No**.

No **Go to question 29**

Yes

Which country did they live or work in?

Country One

When did they live there?

From

To

Did they pay into the social security scheme of the country they lived in?

Do not know

No

Yes

If you have answered **Yes** what was their social security reference number?

Which country did they live or work in?

Country Two

When did they live there?

From

To

Did they pay into the social security scheme of the country they lived in?

Do not know

No

Yes

If you have answered **Yes** what was their social security reference number?

If they have lived in more than 2 countries, tell us the same information as above for these countries too.

If you need more space, use **More Information** on **Page 9**

About your children

29 Did you have any dependent children at the time your late partner died?

This could be a child under the age of 16 or a young person aged 16, 17, 18 or 19.

No **Go to question 33**

Yes **Go to question 30**

30 Are you or were you entitled to Child Benefit?

You may need to claim Child Benefit to get the higher rate of Bereavement Support Payment.

No **Go to question 31**

Yes **Go to page 7**

31 If entitlement has ended, what date did the entitlement stop?

DD/MM/YYYY

32 Are you waiting to hear if you can get Child Benefit?

No

Yes

33 Were you expecting a child at the time your late partner died?

No

Yes

More information

For more information about claiming Child Benefit please contact HM Revenue & Customs (HMRC).

Go to **www.gov.uk/child-benefit/how-to-claim** or telephone the HMRC Helpline on **0300 200 3100**. If you have speech or hearing difficulties and use a textphone, the number to use is **0300 200 3103**.

How we pay you

Bereavement Support Payment is paid monthly.

We will pay your money into an account.

Many banks and building societies will let you collect your money at the post office.

We will tell you when we make the first payment and how much it will be for. We will tell you if the amount we pay into the account is going to change.

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 number next to any payments we have made. If you think a payment is wrong, get in touch with us straight away.

If we pay you too much money

We have the right to take back any money we pay that you should not have got. This may be because of the way the system works for payments into an account.

For example, you may give us some 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 should not have got.

We will contact you before we take back 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, tell us your account details as soon as you get them
- If you do not have an account, please contact us and we will give you more information.

About the account you want to use

- 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 customer, the account should be in your name only.

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 bank statements or chequebook. If you do not know the account details, ask the bank or building society.

34 Name of the account holder

Exactly as it is shown on the statement or chequebook.

35 Name of the bank or building society

36 Sort code

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

— —

37 Account number

This must be between 6 and 10 numbers.

38 Building society roll or reference number

You may get other benefits and entitlements we do not pay into an account.
If you want us to pay them into the account above, please tick this box.

More information

Please read the notes that came with this form. Use this space to tell us anything else you think we might need to know.

Declaration

By submitting this claim you agree that the information you have given is complete and correct; while you are getting Bereavement Support Payment, you will report changes to your circumstances straight away by calling **0800 151 2012**. If you give wrong or incomplete information, or you do not report changes straight away, you may:

- be prosecuted
- need to pay a financial penalty
- have your Bereavement Support Payment reduced or stopped
- be paid too much Bereavement Support Payment and have to pay the money back
- If we pay you less than we should, we may pay you the money that we owe you

This is my claim for Bereavement Support Payment

What to do now

Check that you have signed this form.

Send us your claim form as soon as possible.

Return this claim form to:

**Bereavement Support Payment,
Mail Handling Site A,
Wolverhampton WV98 2BS**

or to your nearest Jobcentre Plus office.

You can also call us on **0800 151 2012**. If you have speech or hearing difficulties you can contact us using a textphone on **0800 731 0464**.

39 Signature

40 Date

DD/MM/YYYY

What happens next

We will write to you as soon as possible with a decision on your claim. If you can get Bereavement Support Payment we will make a payment into your account as soon as we can.

We may need more information from you about your claim. We will contact you to tell you what we need.

If you have any questions about your claim, you can call us on **0800 151 2012**.

More financial help

Use an independent benefits calculator at www.gov.uk/benefits-calculators to find out:

- what benefits you could get
- how to claim
- how your benefits will be affected if you work

How DWP collects and uses information

When we collect information about you we may use it for any of our purposes. These include:

- social security benefits and allowances
- child maintenance
- employment and training
- 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

Other organisations who might be able to help you

Your local Citizens Advice. You can find your local office at www.citizensadvice.org.uk

Cruse Bereavement Care offers emotional support to the bereaved.

You can contact them on:

Telephone: **0808 808 1677**

Website: www.cruse.org.uk