



Funeral Expenses Payment for a child

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.

If you live in Wales and want this form in Welsh, please call us on **0800 731 0453**.

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

About this form

What you need to do:

- Use this form to claim a Funeral Expenses Payment for a child 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 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.
- Please complete this form carefully. If you fill in this form using a pen, use **black ink** and **CAPITAL LETTERS**.
- Please 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. This 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.

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 (NI) number on a National Insurance (NI) number card, letters about benefit, or payslips.

03 If you do not know your National Insurance (NI) 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 home address

Where you normally live.

Postcode

About your partner

10 Your partner's National Insurance (NI) number

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

11 If you do not know your partner's National Insurance (NI) 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 home address

Please tell us your partner's address.

Postcode

About the child who has died

18 Are you claiming expenses for the funeral of a child who was stillborn?

No

Yes

Please tell us how many weeks into the pregnancy the stillbirth happened.

19 Their surname or family name

20 Their other names, in full

21 Their date of birth

DD/MM/YYYY

22 Their address

Postcode

23 Their National Insurance (NI) number, if they have one

24 The date they died

DD/MM/YYYY

25 The date of funeral if known

DD/MM/YYYY

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

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

No

Yes

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

Please see the notes booklet. If the funeral is not in one of the countries shown, you cannot get help with a funeral payment.

28 Did the child who has died have their main home in the UK?

No

We will contact you about this.

Yes

About paying for the funeral

29 Have you or your partner agreed to pay either part or the full funeral expenses?

No

You may not be able to get Funeral Expenses Payment.

Yes

30 Is the the final bill for the funeral or the signed contract in your name or your partner's name?

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

No

If you ticked **No**, please tell us why you are responsible for paying the bill.

For example, someone may have made the arrangements on your behalf because you were ill.

Yes

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

No **Go to question 32**

Yes

Please tell us about them.

Their full name

Their date of birth

DD/MM/YYYY

Their National Insurance (NI) number

Their address

Postcode

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

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

No **Go to question 33**

Yes

Please tell us about them.

Their full name

Their date of birth

DD/MM/YYYY

Their National Insurance (NI) number

Their address

Postcode

About benefits

33 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 **Go to question 34**

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.

34 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 **Go to question 35**

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.



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.

Now **to question 35.**

About taking responsibility for the funeral

35 Please tell us your relationship to the child who has died.

Mother

Father

Other

What is your relationship?

36 Did you receive Child Benefit for the child who has died?

No

If you did not receive Child Benefit, please tell us why. This may be because the child died before you were able to claim.

Yes

37 Did the child who has died have a parent who was not living in the same household?

No **Go to question 38**

Yes

Please tell us about them.

Their full name

Their address

Postcode

Their date of birth

DD/MM/YYYY

Their National Insurance (NI) number

Did they have contact with the child?

No **Go to question 38**

Yes

How often did they have contact with the child?

Do they or their partner get a qualifying benefit?

Please see the notes booklet for a list of qualifying benefits.

No

Yes

Tell us what qualifying benefit they or their partner get below and then **go to question 38**.

If they or their partner do not get a qualifying benefit, had their relationship with the deceased child broken down?

No

Yes

Please tell us how the family relationship had broken down.

If they or their partner do not get a qualifying benefit, are they in one of the groups shown on **page 3** of the notes booklet or at **question 33**?

No

Yes

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

Their full address

Postcode

A phone number we can contact them on

39 Can we get in touch with the funeral director for more information?

No

Yes

40 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.

£

About the funeral



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

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.

38 Have you used a funeral director to arrange the funeral?

No

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

Now **go to question 40.**

Yes

Please tell us about them.

Their full name

41 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 **Go to question 42**

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.

£

42 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 **Go to question 43**

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.

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.

43 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 **Go to question 44**

Yes

Who has applied?

You **Go to question 44**

Your solicitor

Please tell us about them.

Their full name

Their full address

Postcode

A phone number we can contact them on, if you know it

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

44 If you have not already applied for grant of representation, letters of administration or confirmation, do you intend to apply, or instruct a solicitor to apply on your behalf?

No

Yes

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

No **Go to question 46**

Yes

Please tell us about them.

Their full name

Their full address

Postcode

A phone number we can contact them on, 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 child 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 child 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.

46 Is there any money 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 **Go to question 56**

Yes

Please tell us about this in **questions 47 to 55.**

47 Is there any cash belonging to the child who has died.

Do not know

We will contact you about this.

No

Yes

Please tell us how much.

£

48 Does the child who died have any money in their accounts at the 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 child who has died.

Do not know

We will contact you about this.

No

Yes

Please tell us how much.

£

49 Were any of the savings in a joint account?

No

Yes

Please tell us how much.

£

Please send us the last bank statement.

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

No

Yes

How much was transferred?

£

51 Is there any money in an Independent Savings Account?

Do not know

We will contact you about this.

No

Yes

Please tell us how much.

£

52 Is there any money from insurance policies?

Do not know

We will contact you about this.

No

Yes

Please tell us how much.

£

53 Is there any money from a burial club?

Do not know

We will contact you about this.

No

Yes

Please tell us how much.

£

54 Is there any money from a prepaid funeral-plan?

Do not know

We will contact you about this.

Go to question 55

No **Go to question 55**

Yes

Please tell us how much.

£

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

No **Go to question 55**

Yes

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

No

Yes

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

55 Is there any other money available to pay for the funeral?

Do not include any of your personal savings.

Do not know

We will contact you about this.

No

Yes

Please tell us how much.

£

Where did this money come from?



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.

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

No **Go to question 62**

Yes

Did you pay the full funeral bill?

No

Yes

Did you pay part of the funeral bill?

No

Yes

Tell us the date was it paid.

DD/MM/YYYY

How much was paid?

£

If you paid the funeral bill in part, who else paid part of the bill?

How was the bill paid?

What to do now

- Tell us about the account you want to use at **question 57**. By giving us your account details you:
 - agree that we will pay you into an account, and
 - understand what we have told you on **page 7** of the notes booklet '**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.



Do not wait until you have opened an account. Send this form to us and tell us your account details as soon as you get them.

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.

If you are going to open an account, fill in and return this form straight away and please tell us your account details as soon as you get them.

- 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,
 - 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.

57 Name of the account holder

Please tell us the name of the account holder exactly as it is shown on the chequebook or statement.

58 Name of the bank or building society

Full name of the bank or building society.

59 Sort code

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

— — —

60 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.

61 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.

More information

62 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 National Insurance (NI) number on each separate sheet of paper you use.

For people filling in and signing this form for someone else

If you are filling in this form for yourself, please do not fill in **question 63** and please **go to the declaration** on **page 16**.

<p>63 Please tell us why you are filling in and signing this form for someone else.</p> <p>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.</p> <p>I am their appointee.</p> <p>I have power of attorney.</p> <p>Your full name</p> <p>Your date of birth DD/MM/YYYY</p>
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<p>Your address</p> <p>Postcode</p> <p>A phone number we can contact you on.</p> <p>Now sign the declaration below.</p>

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.

<p>Signature</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p>Date DD/MM/YYYY</p>
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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 National Insurance (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 **questions 47 to 55** 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 54** 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. To find your nearest Jobcentre Plus office please visit www.gov.uk/contact-jobcentre-plus and then select 'local office search'.

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/dwp/personal-information-charter

