



WHO TO INFORM

This checklist highlights some of the organisations and companies who should be informed when someone dies. They range from government and financial organisations to utilities and household contacts. You can use the checklist to keep track of who you have notified and their contact details.

ADVISE THE GOVERNMENT

If you can't access the government's Tell Us Once service, or if you live in Northern Ireland, you will need to notify the following government organisations separately.

WHO SHOULD I NOTIFY?	CONTACT DETAILS	✓
The relevant tax office		
National Insurance Contribution Office (if the deceased was self-employed)		
Tax Credit Office		
Child Benefit Office (if relevant)		
Local authority (if the deceased had a Blue Badge for disabled parking or received social services help)		
DVLA to return any driving licence or cancel car tax		
UK Identity and Passport Service to return and cancel a passport		

ADVISE FINANCIAL ORGANISATIONS

WHO SHOULD I NOTIFY?	CONTACT DETAILS	✓
General insurance companies (car, contents, travel, medical etc)		
Rental, hire purchase or loan agreements		
Life insurance companies		
Banks and building societies		
Mortgage provider		
Credit card providers/store cards		
Pension service (and any other pension providers)		

UTILITIES AND HOUSEHOLD CONTACTS

WHO SHOULD I NOTIFY?	CONTACT DETAILS	✓
Landlord or local authority if the deceased rented a property		
Your local authority regarding Council Tax		
Any utility companies with accounts in the name of the deceased		
Any TV or internet companies the deceased had subscriptions with		
Any private organisation/agency providing home help		
Doctor and dentist		
Clubs, trade unions, associations with seasonal membership for cancellation and refunds		
Church or regular place of worship		
Social groups to which the deceased belonged		
Royal Mail, if post needs re-directing		