

CHECKLIST

In the period following the loss of a loved one, the amount of administration can seem overwhelming. The following checklist has been prepared as a succinct reminder of the various matters which will require your attention.

INFORM :

- Doctor, and hospital the deceased was attending
- Registrar
- Department of Work and Pensions
- Social Services
- Inland Revenue
- Bank, building society and credit card companies
- Insurance companies
- Private pension provider
- Employer
- Relevant Housing (if applicable)

CANCEL / CHANGE :

Cancel or change the name of the person responsible for:

- Gas
- Electricity
- Water rates
- Council tax
- Telephone
- TV licence. Rental
- Post
- Regular deliveries (milk, newspaper etc.)
- Vehicle Registration Document

RETURN :

- Order books, payable orders or giro cheques
- Passport
- Season tickets, membership cards etc
- Library books
- Any NHS/ social services equipment, such as wheelchair, hearing aids etc.