

SUMMARY CHECKLIST OF WHAT TO DO & WHO TO CONTACT AFTER A DEATH

DOWNLOADABLE CHECKLIST FROM NowTheAdmin.co.uk

The table below is a guide to ensure you have a starting checklist of the initial most important things to do and most important organisations to notify for the UK.

We have also listed [on our webpage, under the section 'The importance of getting the right information together'](#), in greater detail the deceased's documents that you should try and locate as soon as you can to make things easier. By knowing in advance with whom accounts (also note any reference numbers) are held you will then know exactly which people and organisations should be informed.

Please also see our [webpage covering a more detailed list](#) as a guide to help ensure you have notified every person and organisation that should update their records of someone being deceased. This detailed page also lists organisation bereavement notification webpage links as well as their direct bereavement team telephone numbers (where available).

The first things to do after a death	Tick
Obtain a medical certificate from the hospital/doctor	
Register the death, find out more on gov.uk to register a death	
Obtain a number of copies of the death certificate, this will prove useful when you need to inform various organisations of a death	
If there is a will, check if there are any specific requests (for example, preference for burial, cremation, type of funeral, specifics around certain people etc.)	
Contact funeral director to arrange funeral. We suggest contacting a few to obtain quotes as prices can vary	
Check if you are entitled to any extra cash to help towards the cost. Check the Gov.uk website as well as the MoneySavingExpert Website by Martin Lewis for more detail	
Inform the deceased's employer	
Notify the deceased's solicitor/accountant (if required)	
Don't forgot to inform the GP surgery where the deceased was registered	
If you are not a nominated executor then notify the executors named in the will or appoint an administrator if you are unable or not willing to be the executor	
Government organisations to contact only if you're not using the online Tell Us Once service	Tick
HM Revenue and Customs (HMRC) to deal with tax and cancel benefits	
Department for Work and Pensions (DWP) to cancel any benefits such as Income Support	

HM Passport Office to cancel a passport	
Driver and Vehicle Licensing Agency (DVLA) to cancel a driving licence (you will need to send the registration certificate V5C)	
The local council, to cancel housing benefit, council Tax Benefit, a Blue Badge, inform council housing services and to remove the person from the electoral register	
The Home	Tick
Their mortgage provider, landlord or local authority	
Royal mail to arrange a re-direction service	
Any private organisation/agency providing home help	
Electricity & Gas provider	
Landline, Broadband & Paid TV subscriptions	
Mobile phone contracts	
TV Licence	
Banks and Financial Organisations	Tick
Bank/building society accounts (It is a crime to login to a deceased person's bank or any other online access, even if you had the login details)	
Direct Debits and standing orders (This will also provide you with a good list of where the deceased held accounts that need to be informed)	
Credit cards and store cards	
NS&I (National Savings) for Premium Bonds, Income Bonds and National Savings accounts	
Rental, hire purchase or loan agreement providers	
Regular scheduled delivery providers – Newspapers, groceries etc	
Subscriptions to clubs, groups and magazines	
Insurance policies such as house, car, travel, medical etc. If the person who has died was named first on an insurance policy, make contact as early as possible to ensure you're still insured, particularly before driving their car	
Pensions providers and life insurance companies	
Any other organisations & people to consider contacting	Tick
Social Media account providers	
Email account providers	

Clubs, trade unions or associations to cancel their membership and possibly secure a refund	
Cancel any forthcoming medical appointments	
Dentist and optician	
Church or regular place of worship	