

# Funeral Payment

## from the Social Fund for an adult



**DfC**

Department  
for Communities  
[www.communities-ni.gov.uk](http://www.communities-ni.gov.uk)

**The easiest way to claim a Funeral Payment is by phone.**

Ring Freephone **0800 085 2463** and choose option 1.

The lines are open from Monday to Friday from 9.00 am to 5.00 pm, except public holidays.

Calls to 0800 numbers are free from landlines and from mobiles when called from the UK.

Money belonging to the person who has died can 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. You can get more information at [www.nidirect.gov.uk/funeral-payments](http://www.nidirect.gov.uk/funeral-payments)

## About this form

- Use this form to claim a Funeral Payment. But remember, the easiest way to claim is by using Freephone **0800 085 2463**. **Please make sure you read the notes booklet before you fill in this form.**
- Fill in this form with **BLACK INK** and in **CAPITALS**.
- We can make a decision about your claim more quickly if you:
  - answer all the questions on this form that apply to you and your partner, if you have one
  - send us all the documents we ask for, including a final funeral bill or contract.
- We are sorry if some of the questions in the form upset you. But by answering all the questions as fully as possible, you will help us decide quickly if you can get a funeral payment or not.
- Remember, you must claim within **6 months** of the date of the funeral (burial or cremation). If you are waiting for a decision on a qualifying benefit or entitlement, you must still claim within the time limit.

**Do you have a partner?**

We use “partner” to mean

- a person you are married to and live with or a person you live with as if you are married to them, or
- a civil partner you live with or a person you live with as if you are civil partners.

**Surname or family name**

**Any other surnames or family names you have been known by or are using now.**

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

**All other names** in full

**Date of birth**

**Your address**

Please tell us your address, and your partner’s address if it is different.

**National Insurance (NI) number**

You can find the number on your NI numbercard, letters about our benefits or payslips

**If you do not know your NI number, have you ever had one or used one at any time?**

**Daytime phone number**

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.

**Mobile phone number**

If you have a mobile phone we will text you to let you know that we have got your claim.

- Please tell us any other personal details you think we should know about in **Part 10 Other Information**, for instance other names or recent previous addresses.

**No**  Please tell us your details below.

**Yes**  Please tell us about you and your partner below.

**If your partner is the person who has died, tell us about them in Part 2 of this form.**

| You  | Your partner   |
|--|--|
| Mr / Mrs / Miss / Ms   | Mr / Mrs / Miss / Ms   |
|  |  |
|  |  |
|  |  |
| / /  | / /  |
|  |  |
|  |  |
|  |  |
| Postcode   | Postcode   |
| Letters Numbers Letter   | Letters Numbers Letter   |
| <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| <b>No</b> <input type="checkbox"/>   |  |
| <b>Yes</b> <input type="checkbox"/>  |  |
| Code Number  |  |
|  |  |

## Please tell us about the person who has died

Their surname

Mr / Mrs / Miss / Ms

Their other names in full

Their address

Postcode

Their National Insurance (NI) number

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

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

**If the funeral is not in the UK, in which country will it take place?**Please see the notes booklet. If the funeral **is not** in one of the countries shown, you **cannot** get help**Did the person who has died have their main home in the UK?****If the funeral is to take place in the Republic of Ireland, did the person who has died reside in Northern Ireland?**

Their date of birth

/ /

Date they died

/ /

Date of funeral if known

/ /

No Yes No Yes No Yes

**Have you or your partner taken responsibility for the funeral expenses?**

**No**  You may not be able to get a Funeral Payment from the Social Fund.

**Yes**

**Is the bill for the funeral in your name or your partner's name?**

**No**

**Yes**

If you ticked **No**, please say why you are responsible for paying the bill.  
For example, someone may have made the arrangements on your behalf because you were ill.

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**Has anyone else claimed a Funeral Payment for this person?**

**No**

**Yes**  Please tell us about them:

Their full name

Mr / Mrs / Miss / Ms

Their address

Postcode

Their National Insurance (NI) number

Their date of birth

/   /

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

**Are you or your partner getting 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 Loan Payments

No

Yes

Please tell us which benefits you are getting.

If you or your partner are getting Housing Benefit, send us the latest letter from the Northern Ireland Housing Executive (NIHE)/Land and Property Service (LPS) which tells you that you are entitled to Housing Benefit. Send it with this form.

**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 Loan Payments

No

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 Northern Ireland Housing Executive (NIHE)/Land and Property Service (LPS) to tell you if you can get Housing Benefit. Send this letter to us as soon as you can.

Now go to **Part 5**.



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 Payment.

**Was the person who died your partner who you were living with at the time of their death, or you had been living with immediately before one or both of you moved into a care home?**

No

Yes  Please go to **Part 6**.

We use “partner” to mean

- a person you are married to and live with or a person you live with as if you are married to them, or
- a civil partner you live with or a person you live with as if you are civil partners.

**Please tell us their relationship to you**

For example, they were your son, daughter, sister, brother, daughter-in-law, father-in-law, step-parent, step-son, step-daughter-in-law, close friend.

**Is there a surviving partner of the person who has died?**

No

Yes  Please tell us about them.

Their full name

Mr / Mrs / Miss / Ms

Their address

Postcode

Please tell us why this person is not claiming the Funeral Payment.

**Did the person who has died have any other surviving parents, sons or daughters?**

Do not include yourself or any children of the person who has died if Child Benefit is still in payment for them.

No  Please go to **page 12**

Yes

**Had the relationship between the person who has died and any of the surviving parents, sons or daughters broken down?**

No

Yes  Please tell us the full names of the people whose relationship with the person who has died had broken down.

Please tell us how the family relationship had broken down, and for how long.

Tell us about any other surviving parents or children of the person who has died. It is important that you give us as much information as possible.

|   | Parent or child 1  | Parent or child 2  |
|---|--|--|
| <b>Their full name</b>  | Mr / Mrs / Miss / Ms   | Mr / Mrs / Miss / Ms   |
| <b>Their address</b>  |  |  |
|   |  |  |
|   | Postcode   | Postcode   |
| <b>Their relationship to the person who has died</b>                      |  |  |
| <b>Their date of birth</b>  | / /  | / /  |
| <b>Their NI number, if you know it.</b>                                   | Letters Numbers Letter<br><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>   | Letters Numbers Letter<br><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| <b>Do they get a qualifying benefit?</b><br>Please see the notes booklet. | <b>Yes</b> <input type="checkbox"/> Please tell us which benefits they are getting. If you don't know, write "Don't know" in the box.<br><input type="text"/>  |  |
|   | <b>No</b> <input type="checkbox"/> If they don't get a qualifying benefit, are they resident in a care establishment and their expenses are met in whole or in part by a Health and Social Care Trust?<br><b>Don't know</b> <input type="checkbox"/> We will contact you about this. |  |
|   | <b>Don't know</b> <input type="checkbox"/> We will contact you about this.   | <b>Don't know</b> <input type="checkbox"/> We will contact you about this.   |
|   | <b>No</b> <input type="checkbox"/><br><b>Yes</b> <input type="checkbox"/>  | <b>No</b> <input type="checkbox"/><br><b>Yes</b> <input type="checkbox"/>  |



Did they keep in touch with the person who has died?

Parent or child 1

No

Yes  How often did they keep in touch?

How did they keep in touch?  
For example, by visit, telephone or letter.

Parent or child 2

No

Yes  How often did they keep in touch?

How did they keep in touch?  
For example, by visit, telephone or letter.

Did they give domestic or caring help to the person who has died?

No

Yes

No

Yes

Did they go on social outings or holidays with the person who has died?

No

Yes

No

Yes

Was the contact they had with the person who has died limited because of work or domestic responsibilities?

No

Yes

No

Yes

Tell us anything else about their relationship with the person who has died that might be relevant.

Tell us about any other surviving parents or children of the person who has died. It is important that you give us as much information as possible.

|   | Parent or child 3  | Parent or child 4  |
|---|--|--|
| <b>Their full name</b>  | Mr / Mrs / Miss / Ms   | Mr / Mrs / Miss / Ms   |
| <b>Their address</b>  |  |  |
|   |  |  |
|   | Postcode   | Postcode   |
| <b>Their relationship to the person who has died</b>                      |  |  |
| <b>Their date of birth</b>  | / /  | / /  |
| <b>Their NI number, if you know it.</b>                                   | Letters Numbers Letter<br><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>   | Letters Numbers Letter<br><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>   |
| <b>Do they get a qualifying benefit?</b><br>Please see the notes booklet. | <b>Yes</b> <input type="checkbox"/> Please tell us which benefits they are getting. If you don't know, write "Don't know" in the box.<br><input type="text"/>  | <b>Yes</b> <input type="checkbox"/> Please tell us which benefits they are getting. If you don't know, write "Don't know" in the box.<br><input type="text"/>  |
|   | <b>No</b> <input type="checkbox"/> If they don't get a qualifying benefit, are they resident in a care establishment and their expenses are met in whole or in part by a Health and Social Care Trust?<br><b>Don't know</b> <input type="checkbox"/> We will contact you about this. | <b>No</b> <input type="checkbox"/> If they don't get a qualifying benefit, are they resident in a care establishment and their expenses are met in whole or in part by a Health and Social Care Trust?<br><b>Don't know</b> <input type="checkbox"/> We will contact you about this. |
|   | <b>No</b> <input type="checkbox"/><br><b>Yes</b> <input type="checkbox"/>  | <b>No</b> <input type="checkbox"/><br><b>Yes</b> <input type="checkbox"/>  |

**Did they keep in touch with the person who has died?**

**Parent or child 3**

**No**

**Yes**  How often did they keep in touch?

How did they keep in touch?  
For example, by visit, telephone or letter.

**Parent or child 4**

**No**

**Yes**  How often did they keep in touch?

How did they keep in touch?  
For example, by visit, telephone or letter.

**Did they give domestic or caring help to the person who has died?**

**No**

**Yes**

**No**

**Yes**

**Did they go on social outings or holidays with the person who has died?**

**No**

**Yes**

**No**

**Yes**

**Was the contact they had with the person who has died limited because of work or domestic responsibilities?**

**No**

**Yes**

**No**

**Yes**

**Tell us anything else about their relationship with the person who has died that might be relevant.**

**Are there any other surviving close relatives of the person who has died?**

Do not include yourself if you are a close relative. Include your partner if you have one. By “other close relative”, we mean a

- father-in-law, mother-in-law or step-parent
- son-in-law, step-son, or step-son-in-law
- daughter-in-law, step-daughter or step-daughter-in-law
- brother or brother-in-law
- sister or sister-in-law

No

Please tell us why you or your partner are taking responsibility for the funeral expenses on **page 15**.

Yes

Please tell us about the other close relatives below and on **pages 13, 14 and 15**. If you need more space, please use a separate sheet of paper. Remember to put your full name and National Insurance (NI) number on any separate sheet of paper you use.

**It is important that you give as much information as possible.**

Their full name

|   | Close relative 1       | Close relative 2       |
|---|------------------------|------------------------|
| Their full name                                       | Mr / Mrs / Miss / Ms   | Mr / Mrs / Miss / Ms   |
| Their address   |                        |                        |
|   |                        |                        |
|   | Postcode               | Postcode               |
| Their relationship to the person who has died         |                        |                        |
| Their date of birth                                   | / /                    | / /                    |
| Their National Insurance (NI) number, if you know it. | Letters Numbers Letter | Letters Numbers Letter |

**Do they get a qualifying benefit?**

Please see the note booklet.

**Close relative 1**No Yes  Please tell us which benefits they are getting. If you don't know, write "don't know" in the box.**Close relative 2**No Yes  Please tell us which benefits they are getting. If you don't know, write "don't know" in the box.**Did they keep in touch with the person who has died?**No Yes  How often did they keep in touch?

How did they keep in touch? For example, by visit, telephone or letter.

No Yes  How often did they keep in touch?

How did they keep in touch? For example, by visit, telephone or letter.

**Did they give domestic or caring assistance to the person who has died?**No Yes No Yes **Did they go on social outings or holidays with the person who has died?**No Yes No Yes **Was the contact they had with the person who has died limited because of work or domestic responsibilities?**No Yes No Yes **Tell us anything else about their relationship with the person who has died that might be relevant**If you have any more information that might be relevant, tell us in **Part 10 Other information**.

## Close relative 3

Their full name

Mr / Mrs / Miss / Ms

Their address

  
  


Postcode

Their relationship to the person who has died

Their date of birth

 /  / 

Letters Numbers Letter

   

Their National Insurance (NI) number, if you know it.

**Do they get a qualifying benefit?**

Please see the note booklet.

No 
 Yes  Please tell us which benefits they are getting. If you don't know, write "don't know" in the box.
**Did they keep in touch with the person who has died?**No 
 Yes  How often did they keep in touch?

How did they keep in touch? For example, by visit, telephone or letter.

**Did they give domestic or caring assistance to the person who has died?**No Yes **Did they go on social outings or holidays with the person who has died?**No Yes 

## Close relative 4

Mr / Mrs / Miss / Ms

  
  


Postcode

 /  / 

Letters Numbers Letter

   
No 
 Yes  Please tell us which benefits they are getting. If you don't know, write "don't know" in the box.
No 
 Yes  How often did they keep in touch?

How did they keep in touch? For example, by visit, telephone or letter.

No Yes No Yes

Was the contact they had with the person who has died limited because of work or domestic responsibilities?

No   
Yes

No   
Yes

Tell us anything else about their relationship with the person who has died that might be relevant



If you have any more information that might be relevant, tell us in **Part 10 Other information**.

Please tell us why you or your partner, rather than anyone else, are taking responsibility for the funeral expenses.

We need to decide if this is reasonable. To do this we need to look at the kind of relationship you or your partner had with the person who has died.

Did you or your partner keep in touch with the person who has died?

No   
Yes

How often did you keep in touch?

How did you keep in touch? For example, by visit, telephone or letter.

Did you or your partner give domestic or caring assistance to the person who has died?

No   
Yes

Did you or your partner go on social outings or holidays with the person who has died?

No   
Yes

Was the contact you or your partner had with the person who has died limited because of work or domestic responsibilities?

No   
Yes

Please tell us anything else about your relationship with the person who has died that might be relevant.

Although we will not be able to decide if you are entitled to a Funeral Payment until you have sent in the final funeral bill, do not delay making your claim. Send in your claim within the time limit and send the bill separately to us as soon as you receive it.

Remember to tell the funeral director, if you are using one, that you are claiming a Funeral Payment and that we will contact them about payment into their bank account.

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

**No**  Please send any invoices or receipts you have from arranging the funeral.

**Yes**  Please tell us their details.

**Name of the funeral director**

**Their address**



Postcode

**Their phone number**

Code                      Number

**Can we get in touch with the funeral director if we need more information?**

**No**

**Yes**

**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 send the bill or receipt with this form.

**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 attend the funeral.

**No**

**Yes**  Please tick **one** box to tell us why you are claiming travel expenses.

To arrange the funeral                       To attend the funeral

How did you travel? For example, car, bus, train.

How much did you have to pay?

£

Please send your tickets or receipt with this form, if you have them.



**Do you need additional death certificates or other documents to release insurance or other money of the person who has died?**

No

Yes

Please send the bill or receipt with this form.

For example, a full death certificate

**You must remember to send us all the documents we ask for. If you do not, your claim may be delayed.**

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 financial affairs are the assets and the bills of the person who has died.

We will also need to know if you have applied for grant of probate, letters of administration or, in Scotland, confirmation.

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 owing 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.

**Are you sorting out the financial affairs of the person who has died?**

No

Yes

Have you applied for grant of probate, letters of administration or confirmation?

No

Yes

**Has a solicitor applied for grant of probate or letters of administration or confirmation on your behalf?**

No

Yes  Please tell us about the solicitor.

Their name

Address



Postcode

Phone number, if you know it

|      |        |
|------|--------|
| Code | Number |
|------|--------|

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

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

No

Yes

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

No

Yes  Please tell us about them.

Their full name

Address



Postcode

Phone number, if you know it

|      |        |
|------|--------|
| Code | Number |
|------|--------|

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

- 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 person 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 the lump sum Bereavement Support 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 Payment.
- **Remember, money belonging to the person 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.

**Is there any money that is available or due to you or a member of your family to pay for the funeral?**

Please answer all the questions

No

Please go to **Part 9**.

Yes

Please answer all the questions in this part.

- 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.

**Cash belonging to the person who has died.**

Don't know

We will contact you about this.

No  Yes

Please tell us how much. £

**Money in accounts at 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 person who has died.**

Were any of the savings in a joint account?

Don't know

We will contact you about this.

No  Yes

Please tell us how much. £

No  Yes

What is the name of the other joint account holder?

Please send us the last bank statement.

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

No  Yes  How much was transferred? £

**Money in an ISA.**

Don't know  We will contact you about this.

No  Yes  Please tell us how much. £

**Money from insurance policies.**

Don't know  We will contact you about this.

No  Yes  Please tell us how much. £

**Money from an occupational pension scheme.**

Don't know  We will contact you about this.

No  Yes  Please tell us how much. £

**Money from a burial club.**

Don't know  We will contact you about this.

No  Yes  Please tell us how much. £

**Money from a prepaid funeral plan.**

Don't know  We will contact you about this.

No  Yes  Please tell us how much. £

has the funeral plan been paid for and does it meet some or all of the funeral costs?

No

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

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

No

Yes

**Any other money available to pay for the funeral.**

**Do not** include any of your personal savings.

**Don't know**  We will contact you about this.

**No**  **Yes**  Please tell us how much. £

Where did this money come from?

**Has anyone claimed a War Pension Funeral Grant for the person who has died?**

**Don't know**  We will contact you about this.

**No**  **Yes**  Please tell us how much. £

We will make payment to 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 read the notes booklet that we sent to you with this claim form.

**Have you already paid the funeral director's bill?**

**No**  Go to **Part 11**

**Yes**  **In full?**

**In part?**

When was it paid?

 

How much was paid?

Who paid the bill?

How was the bill paid?

## How we pay you

### We normally pay your money direct into an account

Many banks and building societies will let you collect your money at the post office. We will tell you when your Social Fund payment will be made and how much it will be for.

### 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 (NI) number next to any payments we have made. If you think your payment is wrong, get in touch with the office that pays you straight away.

### If we pay you too much money

We have the right to take back any money we pay that you are not entitled to. This may be because of the way the system works for payments into an account. For example, you may give us 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 are not entitled to.

### We will contact you before we recover 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.
- 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.

**Fill in the rest of this form. You do not have to wait until you have opened an account or contacted us.**

## About the account you want to use

**Please tell us your account details below. It is very important you complete ALL 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 are not sure about the details, ask the bank, building society or other account provider.

### You can use

- an account in your name
- a joint account, or
- someone else's account if,
  - the terms and conditions of their account allow this, and
  - you are sure they will use your money in the way you tell them.
  - they agree to let you use their account, and
- If you are an Appointee or a legal representative acting on behalf of the customer, the account should be in your name only.
- 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.

**Name of the account holder**

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

**Full name of bank, building society or other account provider****Sort Code**

Please tell us all six numbers, for example: 12-34-56.

 -  - **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.

**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.

- **Please use this space to tell us anything else you think we might need to know.**  
If the funeral bill has already been paid, please use this space to give details about the money you have used to pay the bill.

If you are not filling in and signing this form for someone else, please go to **Part 12**.



**Please tell us why you are filling in and signing this form for someone else.**

Your full name

Mr / Mrs / Miss / Ms

Your date of birth

/ /

Your address

Postcode

Your phone number

Code Number

**What is this number?** Please tickHome  Work  Mobile  Fax **Please tell us why you are filling in and signing this form for someone else.**I am their appointee I have power of attorney I am sending a letter signed by the customer with this form. The letter tells you that they agree to me making the claim for them. **I declare** that the information I have given on this form is correct and complete as far as I know and believe.**I understand** that if I knowingly give information that is incorrect or incomplete, my benefit may be stopped and I may be liable to prosecution or other action.**I understand** that I must promptly tell the office that pays my benefit of anything that may affect my entitlement to, or the amount of, any award.

(Under section 15 of the Social Security Fraud Act (NI) 2001 it is an offence to fail to notify a change of circumstances promptly. Failure to tell us about a change in your circumstances promptly may result in action being taken against you).

**This is my claim for a Funeral Payment from the Social Fund****Your Signature**

/ /

- **Please check that you have done everything you need to and are sending all the documents we have asked for. Use the check list 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, have you sent it to us?

**We cannot accept estimated bills. If you do not have the final bill yet, please send it to us as soon as you can. Make sure that the final bill has your name, address and 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 **Part 8** 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 **Part 8** 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?

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#### What to do with this form and any documents we have asked for

##### Send it by post to

Funeral Payments  
Mail Opening Unit 2  
PO Box 161  
Coleraine  
BT52 9BL

## Department for Communities (DfC)

### How DfC collects and uses information

The information the Department for Communities (DfC) collects from and about you depends mainly on the reason for your business with us.

We will use information about you for all of the Department's purposes, which include:

- The payment of social security benefits, grant loans and pensions;
- Child Maintenance;
- Employment and Training;
- Investigation of offences relating to social security;
- Social Security Research and Statistics.

DfC uses information to deal with enquiries and complaints, to provide DfC services, to protect public funds, and to conduct research and produce statistics to monitor and improve our services.

We will obtain information about you as the law allows from other organisations to check the information you give to us, protect public funds, and to improve our services.

DfC also shares information with other organisations as the law allows, for example to protect against crime, and with HM Revenue and Customs.

DfC uses external suppliers to help deliver some services. We also use technology to make decisions and improve our services. We will only ask you for information about your health when this is needed for a benefit or service you are using. We will keep your information secure, and make sure nobody has access to it who shouldn't.

Please look at the DfC Privacy Notice on <https://www.communities-ni.gov.uk/dfc-privacy-notice>

to find out more about:

- your information rights;
- how to request a copy of your information;
- DfC's data controller details and other data protection information;
- how long DfC will keep your data for; and
- more detail about how DfC uses personal information.

