

Funeral Payment Claim Form

We're sorry to hear about your bereavement.

You may be able to get a Funeral Payment to help with funeral expenses if you or your partner are getting either income support, income-based jobseeker's allowance or employed person's allowance.

You won't be able to get a Funeral Payment if neither you nor your partner is getting one of these benefits.

Use this form to claim a Funeral Payment.

We're sorry if some of the questions in this form upset you. All the questions are necessary, and your answers will help us deal with your claim as quickly as possible.

You must claim a Funeral Payment within 12 months from the date of the person's death. If you don't claim within this period you won't be entitled to a Funeral Payment.

Part 1

About you

Title	<input type="text" value="Mr / Mrs / Miss / Ms"/>	Other	<input type="text" value="Please specify"/>
Your surname	<input type="text"/>		
Other names	<input type="text"/>		
Your address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	Postcode		
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
National Insurance (NI) Number	Letters	Numbers	Letter
	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Daytime telephone number	<input type="text"/>		
If we may contact you by email, please provide your email address.			
Email address	<input type="text"/>		



Isle of Man
Government

Reillys Eilan Vannin

The Treasury

Please tell us about the person who has died.

Title Other

Their surname

Other names

Address

Date of birth

National Insurance (NI) Number

Letters Numbers Letter

Date of death

Date of funeral

Did or will the funeral take place in the Isle of Man? Yes No Please tell us where the funeral will or did take place in the space below

Has anyone else claimed a Funeral Payment for this person? No Yes Please tell us about them

Title Other

Their full name

Their address

The questions in this part of the form will tell us which benefits you or your partner, if you have one, are getting or have claimed. We use the term partner to mean your spouse or civil partner or someone who isn't your spouse or civil partner but who lives with you as if you're married to them. If your partner is the person who has died, you don't have to tell us about them.

Do you have a partner?

No

Yes

Please tell us about them

Title

Mr / Mrs / Miss / Ms

Other

Their surname

Other names

Date of birth

National Insurance (NI) Number

Letters

Numbers

Letter

Do you or your partner get or are you waiting to hear about a claim for Income Support?

No

Yes

Please go to **Part 4**

Do you or your partner get or are you waiting to hear about a claim for income-based Jobseeker's Allowance?

No

Yes

Please go to **Part 4**

Do you or your partner get or are you waiting to hear about a claim for Employed Person's Allowance?

No

Yes

Please go to **Part 4**

Have you taken responsibility for the funeral expenses?

Yes

No

If you ticked **No**, please tell us about the person who has taken responsibility for paying the funeral expenses.

Title

Mr / Mrs / Miss / Ms

Other

Their full name

Their address

Postcode

Please tell us how you were related to the person who has died

If you weren't directly related to the person who has died, please tell us the nature of your relationship. For example, you were a former partner, you were engaged to them, or you were a close friend.

If you were the partner of the person who has died, please now go to Part 5. You don't need to answer any other questions in Part 4.

If you were **not** the partner of the person who has died, please answer the rest of the questions in this part.

By partner, we mean

- you were married to and living with the person when they died, or
- you lived with the person as if you were married to them when they died, or
- you were married to and living with the person who has died before you or they went to live permanently in a care home, or
- you lived with the person who has died as if you were married to them before you or they went to live permanently in a care home.

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

No Yes Please tell us about them below

Title

Mr / Mrs / Miss / Ms Other

Their full name

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Their address

Postcode

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

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

By close relative, we mean a

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

Don't include yourself if you're a close relative of the person who has died. But include your partner, if you have one. Don't include any children of the person who has died, if Child Benefit is being paid for them or Child Benefit is not being paid for them but they are under age 18.

No Please go to **page 7**

Yes Please tell us about the other close relatives on **pages 5 and 6.**

If you need to tell us about more than 4 surviving close relatives, 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.

Is the bill for the funeral in someone else's name?

No

Yes

If the bill is not in your name or your partner's name please tell us why you are responsible for paying the bill below. For example, someone may have made arrangements on your behalf because you were ill.

Please tell us the name and address of the funeral director

Their name

Their address

Postcode

Telephone number

Form **FP2 - Information about funeral expenses** is included with this claim. Please give it to the funeral director who may need to complete it. They'll only be able to do this after the funeral has taken place.

Send the final funeral bill, and the form FP2 if appropriate, to us as soon as you get them from the funeral director. But don't delay sending this claim form to us while you're waiting for them.

We'll get in touch with the funeral director if we need more information.

Do you have any other bills for things not included on the funeral bill?

No

Yes

Please send us the bill or receipt with this form.

For example, for flowers or a wreath, or for an obituary in a local newspaper or on a local radio station.

Did you have to pay any travel costs within the Isle of Man to arrange or to attend the funeral?

No

Yes

Please tick **one** of the boxes to tell us why you are claiming travel expenses

We may be able to pay for **either**

- one return journey to arrange the funeral, **or**
- one return journey to attend the funeral.

To arrange the funeral

To attend the funeral

How did you travel? e.g. by car, bus.

How much did you have to pay?

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

Please tell us why you are completing and signing this form for someone else

I am their appointee

Now sign this form in **Part 9**

I have the power of attorney

Now sign this form in **Part 9**

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.

Now sign this form in **Part 9****I understand** that if I give information that is incorrect or incomplete, action may be taken against me.**I declare** that the information I have given on this form is correct and complete**This is my claim for a Funeral Payment****Your signature****Date**

- Look through this form and check that you have done everything you need to do.
 - Make sure you have answered all the questions that apply to you.
 - Make sure you have signed and dated this form.
 - Make sure you have given the funeral director form **FP2 - Information about funeral expenses**.
 - Please send us form **FP2** if the funeral director sends it back to you.
 - If you're not sending the funeral bill with this claim form, please send it to us later.
- **Then send or take this form and anything else we have asked for to the Income Support (Pensioners) Team, Social Security Division, Markwell House, Market Street, Douglas, IM1 2RZ or to our office at Ramsey Town Hall.**

- When we have all the information we need, we'll decide if we can pay you a Funeral Payment.
- If we can pay you a Funeral Payment, we'll send you a cheque. This will normally be made payable to the funeral director if their bill hasn't already been paid.
- We'll also write to you or to the person who is looking after the financial affairs of the person who has died. We'll ask if the person who has died left any estate from which the Funeral Payment can be repaid. This is because money is not always immediately available to pay for the funeral, but may become available later. For example, money may be released later or you may find an insurance policy you didn't know about.

Remember that, legally, a Funeral Payment and any other funeral expenses must be repaid before any other bills are paid and before any money is distributed. We do not count the home occupied by the partner of the person who has died, or personal possessions left to relatives.

- If we can't pay you a Funeral Payment, we'll write to tell you why.

Address: Income Support (Pensioners) Team
Social Security Division
Markwell House, Market Street
Douglas, Isle of Man IM1 2RZ

Telephone: 01624 687020

Website: www.gov.im

Email: ISP@gov.im

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