Social Security

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	Mr / Mrs / Miss / Ms	Other Please specify	
Your surname			
Other names			
Your address			
		Postcode	
Date of birth			
National Insurance (NI) Number	Letters Numbers		Letter
Daytime telephone number			
If we may contact you by email, plea	se provide your email address.		
Email address			
	cia		



Please tell us about the person who has died.

Title	Mr / Mrs / Miss / Ms Other Please specify
Their surname	
Other names	
Address	
	Postcode
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	Mr / Mrs / Miss / Ms Other Please specify
Their full name	
Their address	
	Postcode

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 Please specify	
Their surname				
Other names				
Date of birth				
National Insurance (NI) Number	Letters Nur	nbers		
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	
Part 4 Abo	ut taking respo	onsibility for the	funeral expenses	
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 Please specify	
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 othe	er questions in F	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.

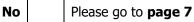
Is there a surviving partner of the person who has died?	No Yes Please tell us about them below
Title	Mr / Mrs / Miss / Ms Other Please specify
Their full name	
Their address	
	Postcode
Please tell us why this person is not claiming the Funeral Payment	

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.



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.

Yes

Part 4

About taking responsibility for the funeral expenses (continued)

	Close relative 1	Close relative 2
Title e.g. Mr, Mrs, Miss, Ms		
Their full name		
Their address		
	Postcode	Postcode
Their relationship to the person that died		

We need to know if you had more or less or about the same amount of contact with the person who has died than the other surviving close relatives you have told us about.

It may help you to explain the circumstances to us if you think about your own relationship and the relationship of other close relatives with the person who has died in the following ways:

- whether they kept in touch and how often
- the type of contact they had, for example, by visit, telephone or letter
- whether domestic or caring assistance was given
- whether they went on social outings or holidays together
- whether contact was limited because of work or domestic responsibilities
- anything else that might be relevant.

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Part 4

About taking responsibility for the funeral expenses (continued)

	Close relative 3	Close relative 4
Title e.g. Mr, Mrs, Miss, Ms		
Their full name		
Their address		
Their relationship to	Postcode	Postcode
Their relationship to the person that died		

We need to know if you had more or less or about the same amount of contact with the person who has died than the other surviving close relatives you have told us about.

It may help you to explain the circumstances to us if you think about your own relationship and the relationship of other close relatives with the person who has died in the following ways:

- whether they kept in touch and how often
- the type of contact they had, for example, by visit, telephone or letter
- whether domestic or caring assistance was given
- whether they went on social outings or holidays together
- whether contact was limited because of work or domestic responsibilities
- anything else that might be relevant.

1	
1	
1	
1	
1	
1	

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

We need to decide if it's reasonable for you or your partner to take responsibility for the funeral expenses. We need to look at the kind of relationship you or your partner had with the person who has died.

For example:

- whether you or your partner kept in touch with the person who has died
- how often you or your partner kept in touch with the person who has died
- the type of contact you or your partner had with the person who has died, for example, by visit, telephone or letter
- whether you or your partner gave domestic or caring assistance to the person who has died
- whether you or your partner went on social outings or holidays with the person who has died
- whether the contact you and your partner had with the person who died was limited because of work or domestic responsibilities
- anything else that may be relevant

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.

Part 5	About the funeral expenses
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 add	ress 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? For example, for flowers or a wreath in a local newspaper or on a local rate	
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. Image: the funeral How much did you have to pay? £
	Please send your tickets or receipt with this form, if you have them.

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- We need to know about the estate. The estate is the money, savings and property of the person who has died. This is 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 also need to know if you have applied for grant of probate or letters of administration. This is when you need to apply to an office of 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 as executor-nominate, if the person who has died left a will. You apply for letters of administration 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 gra letters of administration? If Yes please go to Part		No	Yes
Has an advocate applied for grant of probate or letters of administration on your behalf?	No Yes	Please te	ll us about the ad	vocate below
Their name				
Their address				
		Postcode	2	
Telephone number, if you know	/ it			
 You should tell your advo any Funeral Payment that 	ocate about your claim for a t we pay you.	Funeral Payment.	We will get in to	uch with them about
If you haven't already applied or letters of administration, do or instruct an advocate to app	o you intend to apply,	No	Yes	
Is someone else sorting out the affairs of the person who has a		No	Yes	Please tell us about them below
Their full name				
Their address				
		Postcod	e	
Telephone number, if you know it				

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

- If there is any money available to help pay for the funeral, depending on where it comes from we may have to take it into account when we work out how much we can pay you.
- Legally, any assets of the person who has died must be used to pay the funeral bill before any other bills are paid.
- We won't take into account:
 - any arrears of state pension or other benefits payable to the deceased when they died;
 - any lump sum Bereavement Support Payment that you may have received from Social Security;
 - any money received from a charity or from family or friends towards the funeral expenses .
- Remember, money belonging to the person who has died will sometimes be released immediately if you apply for it. This can even apply before probate or letters of administration have been granted.

Please give details of any money that is available to you or your family to pay for the funeral

I	Noney or savings belonging to the person who has died	£			
I	Ioney from insurance policies	£			
I	Noney from an occupational pension scheme	£			
I	Ioney from a burial club	£			
I	Ioney from a prepaid funeral plan	£			
,	Any other money available to pay for the funeral	£			
Has anyone claimed a War Pension Funeral Grant for the person who has died?		een made, please tell us how elow			
		£			
Do you, or if have a partner do you and you partner together, have savings or assets which are worth No Yes more than £6,000?					
Part 8 For peo	ple completing and signing this form for someone e	else			
Have you completed this for for someone else?	n No Yes Please tell us about	them below			
Title	Mr / Mrs / Miss / Ms Other Pleas	e specify			
Their full name					
Their address					
	Postcode				
Telephone number					

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

I am their appointee

I have the power of attorney

Now sign this form in **Part 9** 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**

Part 9

Declaration

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		

What to do now

- 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.

Part 11

Nhat happens next

- When we have all the information we need, we'll will 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: <u>ISP@gov.im</u>

All calls to and from Social Security are recorded for quality purposes, to prevent crime or misuse, to ensure staff act in compliance with required procedures and standards and assist in the provision of training, monitoring and service improvement. To find out more about how we use information, contact any of our offices or visit our Social Security Division <u>privacy</u> <u>notice</u> page on the gov.im website.