

Social Security

Claim for Funeral Payment and/or arrears of benefit For people who died on or before 31st March 2018

Notes

To claim a Funeral Payment and/or arrears of Social Security benefits please complete this form in Capital Letters and in ink. If you need any help, telephone us on 685679 or 685458. When complete, take or send this form together with any documents (see overleaf) to the Funeral Payment Team, Social Security Division, Markwell House, Market Street, Douglas, Isle of Man IM1 2RZ or to the Ramsey Office.

You must do this within 12 months of the date of death or you will not be entitled to a Funeral Payment or arrears of benefit.

Deaths for which a funeral payment can be paid

A funeral payment towards funeral expenses for people who died on or before 31st March 2018 may be made where the death occurs on the Island (or is treated as having occurred on the Island) and the deceased was at the date of death:

- ordinarily resident in the Island; or
- absent from the Island being abroad as a serving member of HM Forces; or
- abroad living with a serving member of HM Forces and was the spouse, civil partner, son, daughter, father or mother of that person (provided the funeral takes place in the Island).

Deaths occurring outside the Island treated as having occurred on the Island

A death occurring outside the Island will be treated as having occurred on the Island where:

- the deceased's absence from the Island was intended to be temporary and had not lasted for a continuous period of more than 26 weeks; or
- the deceased's absence was for the specific purpose of personal medical treatment which commenced before he or she left the Island.

Amount of Funeral Payment

The Funeral Payment for a death occurring in the Island where the burial or cremation takes place in the Island, or for a death occurring outside the Island (but which can be treated as having occurred in the Island) where the burial or cremation takes place outside the Island in both cases is paid at the standard rate.

A higher rate is payable where the death occurs outside the Island (but which can be treated as having occurred in the Island) and the deceased's body is returned to the Island for burial or cremation.



Isle of Man
Government
Reiljys Eilan Vannin

The Treasury

If the person responsible for paying for the funeral (or their partner) is entitled to:

- Income Support;
- Income-based Jobseeker's Allowance; or
- Employed Person's Allowance

an additional Funeral Payment may be payable. This is explained in more detail on the back page.

Who should claim

The claim must be made by the executor or administrator of the deceased's estate, or a person who is aged 16 or over who is:

- a beneficiary under the will or intestacy, or
- a person who has paid the deceased's funeral expenses, or
- a person who has taken responsibility for payment of the deceased's funeral expenses.

How and when to make the claim

You must complete this form and take or send it to any Social Security office within 12 months of the date of death. If you do not make a claim within this period, you will not be entitled to a Funeral Payment.

The following documents should be submitted with this claim form:

- the Death Certificate – Form D8A. If the death occurs on the Island, the Registrar of Deaths will give you (free of charge) a special certificate for Social Security purposes.
- the funeral director's account or estimate.
- any benefit cheques issued by the Social Security Division which relate to the deceased.

Do not delay claiming the Funeral Payment if any of these documents are unavailable, you can send them later.

What happens after the claim is made

We will decide whether a Funeral Payment can be paid to you. If a payment can be paid we will send you a cheque.

We will also check to see whether the deceased was owed any other Social Security benefits. If they are we will send the amount owed with the cheque for the funeral payment.

If we cannot make a payment to you we will write and tell you why.

Distributing the deceased's estate

When a person dies, someone needs to get the legal right to deal with the deceased person's property, money and possessions (their "estate").

If the deceased person left a will appointing someone to deal with their estate ("the executors"), the executors are responsible for dealing with the estate.

If the deceased person didn't leave a will an administrator(s) must be appointed to deal with the estate by applying for letters of administration to be granted to them. You can usually apply to be the administrator of the estate if you are the deceased person's next of kin (e.g., their spouse or civil partner or a child of theirs).

The executor or administrator may need to apply for probate before some organisations will release the deceased person's assets to them.

Once all debts and taxes have been paid, the estate can be distributed in accordance with the will or in accordance with the law if there is no will.

For more information about Probate and Letters of Administration contact the General Registry by telephone on 685265.

PLEASE USE CAPITAL LETTERS

1. Their surname	<input type="text"/>					
2. Previous surnames (if any)	<input type="text"/>					
3. Their forenames	<input type="text"/>					
4. Their last private address	<input type="text"/>					
	<input type="text"/>					
	Postcode					
5. Their date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	6. Their date of death	<input type="text"/>	<input type="text"/>
7. Their National Insurance (NI) number (if known)	Letters <input type="text"/>	Numbers <input type="text"/>	<input type="text"/>	<input type="text"/>	Letter <input type="text"/>	
8. Was the deceased ordinarily resident in the Island?			Yes <input type="checkbox"/>			No <input type="checkbox"/>
9. Did the deceased die on the Isle of Man?			Yes <input type="checkbox"/>			No <input type="checkbox"/>
10. At the date of death was the deceased abroad			Yes <input type="checkbox"/>			No <input type="checkbox"/>
• As a serving member of HM Forces or			Yes <input type="checkbox"/>			No <input type="checkbox"/>
• Living with a serving member of HM Forces and was the spouse, son, daughter or parent of that person			Yes <input type="checkbox"/>			No <input type="checkbox"/>
11. If the deceased did not die on the Isle of Man, please state where they died and the reason why the deceased was at that location	<input type="text"/>					
	<input type="text"/>					
12. Did or will the burial or cremation take place on the Island?			Yes <input type="checkbox"/>			No <input type="checkbox"/> Go to 13
13. If No, where did the burial or cremation take place?	<input type="text"/>					
14. When did the burial or cremation take place?	<input type="text"/>	<input type="text"/>	<input type="text"/>			

15. Please tell us which benefits or pensions the deceased was receiving shortly before they died.

Yes Please tick the box alongside the relevant benefit(s).No Go to question 16

Retirement Pension	<input type="checkbox"/>	Industrial Injuries Disablement Benefit	<input type="checkbox"/>
Income Support	<input type="checkbox"/>	Industrial Injuries Death Benefit	<input type="checkbox"/>
Attendance Allowance	<input type="checkbox"/>	Widow's Benefit	<input type="checkbox"/>
Incapacity Benefit	<input type="checkbox"/>	Widowed Parent's Allowance	<input type="checkbox"/>
Carer's Allowance	<input type="checkbox"/>	Bereavement Support Payment	<input type="checkbox"/>
Disability Living Allowance	<input type="checkbox"/>	Child Benefit	<input type="checkbox"/>
Employed Person's Allowance	<input type="checkbox"/>	Maternity Allowance	<input type="checkbox"/>
Severe Disablement Allowance	<input type="checkbox"/>	Jobseeker's Allowance	<input type="checkbox"/>
Other benefit (please state)	<input type="text"/>		

Please enclose any uncashed benefit cheques/payment orders relating to, or payable in respect of, the deceased with this form.

16. Did the deceased leave a will?

Yes Please complete questions 17 and 18

No Go to question 19

17. Has Probate been granted?

Yes Please enclose a copy of the Grant of Probate.
We will return it to you

No Go to question 18

18. Please state the full name(s) and address(es) of the executor(s) of the estate

Name

Address

Postcode

Name

Address

Postcode

19. If the deceased did not leave a will, have 'Letters of Administration' been obtained or applied for?

Yes Please enclose a copy of the 'Letters of Administration', we will return them to you

No Go to question 21

20. Please state the full name and address of the person taking out 'Letters of Administration'

Name

Address

Postcode

Now go to question 22

21. If the deceased did not leave a will and no-one has applied or will be applying for 'Letters of Administration' please state the full name and address of the deceased's next of kin and their relationship to the deceased. We consider next of kin in the following order of priority – widow or widower, surviving civil partner, son or daughter, parent, brother or sister, other relative.

Name

Address

Postcode

Relationship to the deceased

Part 4

About the funeral expenses

22. Have the funeral expenses been paid?

Yes No

23. Did you pay them, or will you be paying them?

Yes Please enclose the funeral director's receipted account or written estimate. Now go to Part 5No Go to question 24

24. Please state the name, address and relationship to the deceased or the person who paid, or will be paying for, the funeral expenses.

Name

Address

Postcode

Relationship to the deceased

Part 5

Documents enclosed with this form

The following documents should be sent with this claim (if you have them). But if any documents are not readily available, do not delay sending us this form. If you do not send it to us within 12 months of the date death, you will not be entitled to a Funeral Payment. Please tick the appropriate boxes to indicate which documents you have enclosed.

Grant of Probate Letters of Administration Death Certificate (Form D8A) Funeral Director's account or estimate

Part 6

About you and your claim

Your full name

Your full address

Postcode

Your relationship to the deceased

Please answer the following by ticking the appropriate boxes

 I claim a Funeral Payment in respect of the deceased named in Part 1 of this form on the grounds that:I am the executor I am the administrator I am the next of kin I have paid the funeral expenses I shall be paying the funeral expenses I claim any arrears of Social Security benefit which may have been due to the deceased

I declare that to the best of my knowledge and belief the information I have given on this form is true and complete.

Your signature

Date

WARNING: To give false information may result in legal action being taken against you

Additional Funeral Payment

An additional Funeral Payment may be payable if the person responsible for paying for the funeral expenses (or their partner) receives -

- Income Support;
- Income-based Jobseeker's Allowance; or
- Employed Person's Allowance

and they have taken responsibility for the funeral costs of -

- their deceased partner or child; or
- a close relative or close friend of theirs (provided it is reasonable for the person to accept responsibility for the costs, which will depend on the level of contact the person had with the deceased).

A person is not entitled to an additional Funeral Payment if they or their partner have (or together they have) capital of more than £6,000.

The amount of an additional Funeral Payment takes into account the actual funeral costs (up to a maximum) and may be subject to deduction of any assets made available to the person taking responsibility for the funeral costs (and others) following the death of the person concerned. The additional Funeral Payment is also recoverable as if it were a first charge on the estate of the deceased.

How and when to make the claim

A claim form SF200 should be completed and a full funeral director's account should be provided and both sent to the Funeral Payment Team, Markwell House, Market Street, Douglas IM1 2RZ or to the Ramsey office within 12 months of the date of death.

What happens after the claim is made

We will decide whether an additional Funeral Payment can be paid. If an additional Funeral Payment can be paid it is usually paid directly to the funeral director.

If we cannot make a payment to you we will write and tell you why.

How the Treasury collects and uses information

When we collect information about you we may use it for any of our purposes, including dealing with benefits and allowances, employment and training and occupational and personal pension schemes.

We may get information about you from others for any of our purposes if the law allows us to do so.

We may also share information with certain other organisations if the law allows us to.

To find out more about how we use information, contact any of our offices or visit our website at <https://www.gov.im/about-the-government/departments/treasury/privacy-notice/>

Feedback from you

On occasion, Social Security may wish to contact you to find out more about the service you have received in order to make improvements. To do so, we will use the data we hold about you to make contact.

Participation is voluntary and you can refuse to be involved at any time.

I understand and agree that Social Security may use the information they hold about me to contact me for feedback on their services.

I understand and agree that any feedback I provide will be anonymised and will in no way affect my claim to benefit.

Please tick this box to confirm you understand and agree

For more information or advice

If you need any more information about the Funeral Payment or the Additional Funeral Payment please contact us.

Address: Funeral Payment Team
Social Security Division
Markwell House
Market Street
Douglas IM1 2RZ

Telephone: 01624 685679 or 685458

Website: www.gov.im

Email: EPA@gov.im

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.