



# Bereavement Benefits

## About this form

Benefit you may get because of this claim can be paid more quickly if you

- answer all the questions on this form
- send us your completed claim form and any documents we have asked for as soon as possible.

You should send your claim back to us within **3 months** of the date of death of your spouse or civil partner. Failure to do so may affect your entitlement to benefit.

If you are unable to do this, please tell us why in Part **6 Other Information**. Sometimes we still may be able to deal with your claim.

**Please read the notes before you fill in this form**





What date did you get married or form a civil partnership?

- Please send us your **original** marriage or civil partnership certificate, if you have it. Do not send us a photocopy. **But if you do not have your marriage or civil partnership certificate, do not delay sending in this claim form.**

If you prefer, you can take your marriage or civil partnership certificate to your Social Security/Jobs and Benefits Office. Take this form as well. They will sign this form to show that they have seen your certificate.

Please tell us the country where your marriage or civil partnership took place.

Did your marriage end in divorce or has your civil partnership been dissolved?

No   
Yes

Are you legally separated?

No   
Yes

Are you, or have you been living with someone else as if you were married to them, or as if you were civil partners?

No   
Yes  Please tell us about this at Part 6.

Are you sending your marriage or civil partnership certificate with this form?

You must remember to send us all the documents we ask for. If you do not, benefit you can get because of this claim may be delayed.

No   
Yes  We will send your marriage or civil partnership certificate back to you as soon as we can.

Are you in full time employment?

No   
Yes

Do you have a tax reference number?

- You can find this on letters about tax from HM Revenue & Customs or your P60. Look for your tax reference number – not your tax code.

No   
Yes  Please tell us your number, if you know it.

Nature of evidence

Verified by

Checked by

Certificate returned by

on

## Part 2 About your spouse or civil partner

For official use only

Your spouse or civil partner's  
National Insurance (NI) number

Letters	Numbers		Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Your spouse or civil partner's surname

Your spouse or civil partner's other names

**Address**

If it was different from your address.

If you do not know their address, write **Not known**.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

Your spouse or civil partner's date of birth

**What date did your spouse or civil partner die?**

Please send us the Death Certificate or Certificate of Registration of Death if you have not already sent it to us. You can get this from the registrar.

The Certificate of Registration of Death is free (UK only).

If you only have an interim death certificate or a letter from the coroner confirming the death, please send it to us.

Nature of evidence

Verified by

Checked by

Certificate returned by

on

/ /

## Part 2 About your spouse or civil partner – continued

Did your spouse or civil partner die more than 3 months ago?

No

Yes  Please tell us below why you did not claim earlier. If you need more space, please use Part 6.

Were they getting a State Pension or any other benefits?

No

Yes  Please say which benefits.

Did they pay National Insurance (NI) contributions during the 2 years up to 5 April before they died?

No

Yes  Please tell us about this.

Did they pay these contributions through an employer?

No

Yes  Please tell us about any employers they had in this period.

**Employer's name and address**

If you know that pay is dealt with at a different address, please give us this address and phone number.

**Employer 1**

**Employer 2**

**Clock or payroll number**

If not known, tell us their job or department.

**Date they started work for this employer**

/ /

/ /

**Date they stopped work for this employer**

/ /

/ /

If they had more than 2 employers, tell us about them in **Part 6**.

We may have to get in touch with their employers. We will tell them if they have to pay you a pension from your spouse's or civil partner's pension scheme

## Part 2 About your spouse or civil partner – continued

Were they self-employed?

No

Yes  Please tell us about this in the space below.

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Were they a member of HM Forces when they died?

No

Yes

Were they getting a War Pension when they died?

No

Yes  Please tell us their reference number  
This is on any letters about their War Pension.

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Do you think they died because of an accident at work, or because of a disease or illness connected with their work?

No

Yes  May we get medical reports from their doctor and any hospital, if we need them?

No

Yes

If they did, you may be entitled to a bereavement benefit, even if they had not paid enough National Insurance (NI) contributions.

You can find out which diseases and illnesses are covered in leaflet **SSA1004NI Industrial Injuries Disablement Benefit (diseases)**.

## Part 2 About your spouse or civil partner – continued

- We need to know about any time that your spouse or civil partner lived or worked outside the United Kingdom (UK). This is because if they paid into the social security scheme in another country, it may count towards your bereavement benefits.

The *United Kingdom* is England, Scotland, Wales and Northern Ireland.

- Please tell us about any time that they lived in
  - a country outside the UK, or
  - the Channel Islands, or
  - the Republic of Ireland.

### Did your spouse or civil partner ever live outside the UK?

If they only ever lived in England, Scotland, Wales, Northern Ireland, tick **No**.

No  Please go to **Part 3**.

Yes  Please tell us about the time they spent outside the UK.

Which country or crown dependency did they live in? If they lived in the Isle of Man, tell us here.

Country 1	Country 2
<input type="text"/>	<input type="text"/>

When did they live there?

From <input type="text"/> / <input type="text"/> / <input type="text"/>	From <input type="text"/> / <input type="text"/> / <input type="text"/>
To <input type="text"/> / <input type="text"/> / <input type="text"/>	To <input type="text"/> / <input type="text"/> / <input type="text"/>

Did they pay into the social security scheme of the country they lived in?

Don't know

No

Yes  What was their social security reference number?

Don't know

No

Yes  What was their social security reference number?

- If they lived in more than 2 countries, tell us about this below.

## Part 3 About children

Are you expecting a child with your late husband or civil partner?

No

Yes  What date is the baby expected?

 / 

Are you getting any Child Benefit?

No

Yes  Please tell us the Child Benefit reference number.

This is on any letters sent to you about Child Benefit or on a bank statement.

How much do you get each week?

 each week

Are you waiting to hear if you can get Child Benefit?

No

Yes

When your spouse or civil partner died, were they getting any Child Benefit for any children?

No

Yes  Please tell us the Child Benefit reference number

This is on any letters sent to them about Child Benefit or on a bank statement.

How much did they get each week?

 each week

### What to do next

- If you have answered **No** to all the last 3 questions about Child Benefit, please go to **Part 4**.
- If you have answered **Yes** to one or more of these questions, you may be able to get Widowed Parent's Allowance. Please fill in the rest of **Part 3**.
- If you are not in receipt of Child Benefit, please contact the Child Benefit Office immediately on **0845 603 2000**.

## Part 3 About children – continued

Do you have any children or qualifying young persons living permanently in your household who you are dependant on you?

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.

No  Please go to **Part 4**.

Yes  Please tell us about these children or qualifying young persons below.

	Child / qualifying young person's surname	Child / qualifying young person's other names	Child / qualifying young person's date of birth	What relation, if any, are you to the child / qualifying young person?	What relation, if any, was your spouse or civil partner to the child / qualifying young person?
1st child	<input type="text"/>	<input type="text"/>	<input type="text" value="/"/> <input type="text" value="/"/>	<input type="text"/>	<input type="text"/>
2nd child	<input type="text"/>	<input type="text"/>	<input type="text" value="/"/> <input type="text" value="/"/>	<input type="text"/>	<input type="text"/>
3rd child	<input type="text"/>	<input type="text"/>	<input type="text" value="/"/> <input type="text" value="/"/>	<input type="text"/>	<input type="text"/>
4th child	<input type="text"/>	<input type="text"/>	<input type="text" value="/"/> <input type="text" value="/"/>	<input type="text"/>	<input type="text"/>

- If you want to tell us about more than 4 children / qualifying young persons, please tell us about them in Part 6.

**If a child is living with another person**

Which child is living with another person?

What relation, if any, is this other person to the child?

How much do you send each week for the child?

 

**If a child is in care**

Which child is in care?

What is the name and address of the local authority caring for the child?

  
  
  

How much do you send each week for the child?

 

**Have you told us about any children who you are not a parent of?**

We use *parent* to include step-parents, parents by legal adoption and fathers and mothers of illegitimate children.

If you need to tell us about more than one child, use the space in **Part 6**.

No

Yes  Name of child

Does one of their parents live at the same address as you?

No

Yes  What is their name?

## Part 3 About children – continued

Are you, or anyone else, getting any benefit or allowance for any of the children you have told us about? For example Guardian's Allowance. But tick **No** if you are just getting Child Benefit.

No

Yes  Please tell us about this.

Name of the benefit or allowance

Address of the office it comes from

  
  
  
  

Name of the child it is for

Who gets the benefit or allowance?

You

Someone else  Please say who.

You

Someone else  Please say who.

Benefit reference number

This is on any letters we have sent you about the Benefit.

Are any of the children you have told us about getting any benefit or allowance?

No

Yes  Please tell us about this.

No

Yes  Please tell us about this.

Name of the benefit or allowance

Address of the office it comes from

  
  

Name of the child it is for

Benefit reference number

This is on any letters we have sent you about Child Benefit.

## Part 4 About other benefits

Have you claimed bereavement benefits or Widow's benefit before?

Tick **Yes** if you claimed but were turned down.

No

Yes

Did you get bereavement benefits or Widow's benefit?

No

Yes

Are you getting any of these benefits?

Tick **Yes** if you are waiting to hear about a benefit.

- State Pension
- Jobseeker's Allowance
- Job Release Allowance
- Income Support
- Pension Credit
- War Widow's Pension
- Temporary Allowance for Widows, Widowers and surviving Civil Partners
- Incapacity Benefit
- Employment and Support Allowance
- Severe Disablement Allowance
- Carer's Allowance
- Reduced Earnings Allowance
- Training Allowance
- Unemployability Supplement paid because of
  - a war disability due to service with HM Forces, or
  - an industrial accident or disease
- Armed Forces Compensation Scheme
- Guaranteed Income Payment.

No

Yes

Please tell us about the benefits.

**Reference number**

This is on any letters we have sent you about the benefit.

**Name of benefit**

You can choose how often you want us to pay your benefit. How often do you want us to pay your benefit?

Every 2 weeks       Every 4 weeks       Every 13 weeks

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

Many banks and building societies will let you collect your money at the post office.

We will tell you when we will make the first payment and how much it will be for. We will tell you if the amount we pay into the account is going to change.

### **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 that we have made. If you think a payment is wrong, get in touch with us 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 take back 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 in the section **if we pay you too much money**.
  - 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, please contact us and we will give you more information.
- 

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

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**About the account you want to use**

Please tell us your account details below. It is very important you fill in all the 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 cheque book or bank statements. If you are not sure about the details, ask the bank or building society.

**About the account you want to use**

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

Please tell us your account details below.

**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, or building society**

**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

If you are using a building society account you may need to tell us a roll or reference number. This may be made up 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.

**Building society roll or reference number**

You may get other benefits and entitlements, we do not pay into an account. If you want us to pay them into the account above, please tick the box.

## *Part 6* **Other information**

- Please read carefully the notes that came with this form. Use this space to tell us about anything else you think we might need to know. If there is not enough space, please use a separate sheet of paper. Make sure you put your full name and National Insurance (NI) number on each sheet of paper, and sign and date each sheet that you use.

- **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 that benefit.
- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I declare** that I am the widow, widower or surviving civil partner of the person named in **Part 2** of this form.
- **I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I declare** that I have read and understood the notes which came with this form.
- **I understand** the information I have provided will be used to process my claim for bereavement benefits and may be used to decide my entitlement to other benefits. Some of the information may be checked with other sources.

**(Under section 15 of the Social Security Fraud Act (Northern Ireland) 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 bereavement benefits.**

**Signature**

**Date**

## Part 8 What to do now

- 1 Check that you have answered all the questions that apply to you and your spouse or civil partner.
- 2 Check that you have shown us all the documents we have asked for, or are sending them with this form.  
Use the checklist below
  - the Certificate of Registration of Death
  - your marriage or civil partnership certificate

- 3 Check that you have signed this form.
- 4 Send us your claim as soon as possible.
  - You must send us your claim form within 3 months of the death of your spouse or civil partner. Failure to do so may affect your entitlement to benefit.
  - You can claim a Bereavement payment for up to 12 months after the death of your spouse or civil partner.

Return your completed claim form to Bereavement Benefits, 3rd Floor, Conor Building, 107-111 Great Victoria Street, Belfast, BT2 7AG

**Even if you do not have all the information required, DO NOT DELAY in returning this form.**

## Part 9 What happens next

- If you are entitled to a Bereavement Payment we will make payment into your account as soon as we can. If you are not entitled to this benefit, we will write to tell you why.
- It will take a little longer to work out if you are entitled to any of the other benefits. But we will write to tell you about this as soon as we can.
- Benefit you can get because of this claim can be paid more quickly if you answer all the questions on this form that apply to you and your spouse or your civil partner.  
If you cannot do this, get in touch with us, but benefit you can get because of this claim may be delayed.

## Part 10 About Child Tax Credit

**Bereavement Benefits does not include money for children or qualifying young persons. But you can claim Child Tax Credit.**

### Child Tax Credit

- is claimed from HM Revenue and Customs
- is paid in addition to Child Benefit
- can provide income for families with children, whether in or out of work
- is normally paid to the main carer

To find out more about Child Tax Credit or to make a claim online, Visit: [www.hrmc.gov.uk](http://www.hrmc.gov.uk)

You can also phone HM Revenue and Customs about Child Tax Credit on 0845 300 3900. If you have speech or hearing difficulties you can contact them using a textphone on 0845 300 3909.

Lines open: 8am - 8pm seven days a week (except Christmas Day, Boxing Day, New Year's Day and Easter Sunday)

## Part 11 Voluntary and other organisations that may be able to advise you

For emotional support, contact

- CRUSE Bereavement Care  
Helpline 0844 4779 400  
Email [helpline@cruse.org.uk](mailto:helpline@cruse.org.uk)  
Website [www.cruse.org.uk](http://www.cruse.org.uk)
- Your local Citizens Advice Bureau

## Part 12 How we collect and use information

We the Department for Social Development (DSD) collect information to deal with Social Security, Child Support, employment and training, housing and community development and urban regeneration, (re-developing towns, cities and villages). The information we collect about you will depend on the type of your business with us, but we may use the information for any of these purposes.

We may check information about you with other information we may have. We may get information about you from other people and certain other organisations. We may give information to certain other organisations, as allowed by the law, to:

- check that the information is accurate
- prevent or detect crime
- protect public funds in other ways, and
- use in research or statistics

These other organisations include other government departments, authorities who deal with Housing Benefit, and private-sector organisations (such as banks) that may lend you money. We will not give information about you to anyone outside our Department unless the law allows us to.

The Department for Social Development is the Data Controller for the purposes of the Data Protection Act.

If you want to know more about what information we have about you, or the way we use your information, please contact us. You can contact any of our offices and ask for leaflet *Data Protection Act 1998 – It affects you*. Or you can find a copy of the leaflet on our website at [www.dsdni.gov.uk](http://www.dsdni.gov.uk)

## Part 13 Information and Advice

It is agency policy to provide you with all of the information, advice and help to complete any Social Security benefit claim form. Please feel free to contact your nearest Social Security Office / Jobs and Benefits Office, Community Benefit Office or the Benefit Shop, Royal Avenue, Belfast.

If you would like further information about disability benefits, you can also contact the Benefit Enquiry line. The telephone number is 0800 220 674.

However, if you do not want to make use of our services, you may be able to get help from a friend, relative or an Advice centre.

You can also find out more about the Social Security Agency's benefits and services at [www.nidirect.gov.uk](http://www.nidirect.gov.uk).



An agency of the

International Development  
www.odi.org