

Help using this PDF claim form

You can save data typed into this PDF claim form if you use **Adobe Reader**.

This means that you do not have to fill the form in one session.

This form will only save if:

- the form is saved onto your computer, and
- opened in a recent version of Adobe Reader

The form will not save in:

- versions of Acrobat Reader older than version XI
- other PDF readers, for example *Preview* on a Mac or *Foxit* on a PC

You can download **Adobe Reader** free of charge from the Adobe website.

If you are having technical difficulties:

- downloading the form
- navigating around the form, or
- printing the form

Please contact the **DWP Online helpdesk**.

Phone: **0800 169 0154**

Email: dwponline.helpdesk@dwp.gsi.gov.uk

Opening hours

Monday to Friday: 8am - 6pm

Closed on weekends and all Public and Bank Holidays.

For help and advice on the information you need to put on the form or about the benefit you want to claim, contact the office that deals with the benefit.

Calls to 0800 numbers are free from landlines or mobiles.

Social Fund Funeral Expenses Payment for a child

By child we mean someone under 16, or someone aged 16 to 19 where they are in:

- full-time education
- non-advanced education, or
- training

For all other circumstances please use the form Social Fund Funeral Expenses Payment for an adult.

Important Information

Funeral Expenses Payment is for people living in England and Wales.

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

Call **0800 731 0469** and choose option 2.

The lines are open from 8am to 6pm Monday to Friday, except public holidays.

Calls to 0800 are free from landlines and mobiles.

Customers living in Scotland may be able to apply for Funeral Support Payment.

Go to **www.mygov.scot** for more information.

About this form

We have many different ways we can communicate with you

Please tell us if you would like Braille, British Sign Language, a hearing loop, translations, large print or something else.

To contact us please use the phone number above.

- Use this form to claim a Funeral Expenses Payment for a child. But remember, the easiest way to claim is by calling **0800 731 0469**.
- This form and the notes are available in Welsh.
- Before you fill in the claim form, please take a few minutes to read the notes that came with this form. They contain important information and help explain some of the questions we ask you and why we are asking them.
- Fill in this form with **BLACK INK** and in **CAPITALS**.
- We are sorry if some of the questions in the form upset you. But, if you answer all the questions as fully as possible, and send us all the documents we have asked for, including a final funeral bill or contract, you will help us decide quickly if you can get a Funeral Expenses Payment or not.
- If you have difficulty filling in this form, don't be worried about asking for help. You can ask a relative, friend or someone at an advice centre **but you must sign the form yourself**.
- You must claim a Funeral Expenses Payment within 6 months of the date of the funeral. If you are waiting for a decision on a qualifying benefit, you must still claim within the time limit.



Department
for Work &
Pensions

SF200child 09/19

Part 1: About you and your partner

Do you have a partner?

We use partner to mean:

- a person you live with who is your husband, wife or civil partner, or
- a person you live with as if you are a married couple

National Insurance (NI) number

You can find the number on a NI numbercard, letters about benefit, or payslips.

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

Surname or family name

All other names, in full

Date of birth

Daytime phone number, if you have one.

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 one.

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

Current address

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

No Tell us **your** details below.

Yes Tell us about **you and your partner** below.

You

Letters Numbers Letter

No

Yes

Your partner

Letters Numbers Letter

No

Yes

Part 2: About the child who has died

Are you claiming expenses for the funeral of a child who was stillborn?

No Please complete the rest of the questions in this section.

Yes Please tell us how many weeks into the pregnancy the stillbirth happened. Please go to **Part 5**.

Their surname or family name

Their other names, in full

Their date of birth

The date they died

The date of funeral if known

Their address

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

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

No

Yes

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 child who has died have their main home in the UK?

No We will contact you about this.

Yes

Part 3: About paying for the funeral

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

No **You may not be able to get a Funeral Expenses Payment.**
Yes

Is the signed contract or the final bill for the funeral in your name or your partner's name? The contract is the signed agreement between you and the funeral director.

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.

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

No
Yes Please tell us about them.

Their full name

Their date of birth

Their NI number

Letters Numbers Letter

Their address

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

Part 3: About paying for the funeral continued

Has a Funeral Support Payment from the Scottish Government been paid to either you or someone else for this funeral?

Their full name

Their date of birth

Their NI number

Their address

No
Yes Please tell us about them.

Letters Numbers Letter

Part 4: About benefits

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

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 council 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

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 council 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 Expenses Payment.

Part 5: About taking responsibility for the funeral

Are you taking responsibility for the funeral?

Please tick to say how you were related to the child who has died

Did you receive Child Benefit for the child who has died?

If you did not receive Child Benefit, please tell us why. This may be because the child died before you were able to claim.

Did the child who has died have a parent who was not living in the same household?

Their full name

Their address

Their date of birth

Their NI number, if you know it.

Did they have contact with the child?

Do they or their partner get a qualifying benefit?
Please see the notes booklet for a list of qualifying benefits.

If they or their partner do not get a qualifying benefit, had their relationship with the deceased child broken down?

If they or their partner do **not** get a qualifying benefit, are they in one of the groups shown on page 2 of the notes booklet?

No Please go to **Part 6**.

Yes

Mother Father Other – please say how

No

Yes

No Please go to **Part 6**.

Yes Please tell us about them.

Letters Numbers Letter

No Please go to **Part 6**.

Yes How much contact did they have?

No Please answer the next question on this page.

Yes What qualifying benefit do they or their partner get?

Now go to **Part 6**.


No

Yes Please tell us how the family relationship had broken down.

No

Yes Please tell us about them.
We may need to write to you for more information.

Part 6: About the funeral

 Although we will not be able to decide if you can get a Funeral Expenses Payment until we have received the signed contract or the final bill for the funeral, make your claim straightaway.

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

Have you used a funeral director to arrange the funeral?

Name of the funeral director

Their address

Their phone number

Can we get in touch with the funeral director for more information?

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

For example, flowers or a wreath.

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 go to the funeral.

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

For example, a full death certificate.

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

Yes Please tell us their details.

No

Yes

No

Yes Please tell us what they are for.

How much did you pay?
Please send your receipts with this form, if you have them.

£

No

Yes Why are you claiming travel expenses? Please tick **one** box.

To arrange the funeral.

To go to the funeral.

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

How much did you have to pay?
Please send your tickets or receipts with this form, if you have them.

£

No

Yes Was this to release an insurance policy or other money of the person who has died?

No

Yes



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

Part 7: About the estate

We need to know about the money, savings and property of the child who has died. These are sometimes called the assets.

We also need to know who is sorting out the financial affairs, the assets and the bills, of the child who has died.

We will also need to know if you have applied for grant of representation, 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 and to distribute any remaining assets.

You apply for letters of administration or, in Scotland, confirmation as executor-dative, if the person who has died did not leave a will.

Have you already applied for grant of representation, letters of administration or confirmation, or have you instructed a solicitor to apply on your behalf?

Their name

Address

Phone number, if you know it

No

Yes Who has applied? You Your solicitor

Please tell us about them below.



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

If you have not already applied for grant of representation, 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 child who has died?

Their full name

Address

Phone number, if you know it

No

Yes Please tell us about them.



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

Part 8: About money available or due to pay for the funeral

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 child 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 any lump sum Bereavement 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 Expenses Payment.

Remember, money belonging to the child 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?

By your family we mean your partner or any children or qualifying young persons living in your household who you are responsible for.

No Please go to **Part 10**.

Yes Please answer all the following questions in this part.

Cash belonging to the child who has died.

Do not 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.**

Do not know We will contact you about this.

No

Yes Please tell us how much.

£

Were any of the savings in a joint account?

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.

Do not know We will contact you about this.

No

Yes Please tell us how much.

£

Part 8: About money available or due to pay for the funeral continued

Money from insurance policies.

Do not know We will contact you about this.

No

Yes Please tell us how much.

£

Money from a burial club.

Do not know We will contact you about this.

No

Yes Please tell us how much.

£

Money from a prepaid funeral plan.

Do not 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.

Do not know We will contact you about this.

No

Yes Please tell us how much.

£

Where did this money come from?



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

Part 9: Making payment



We usually pay 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 see the notes booklet.

Have you already paid the funeral bill, either in full or in part?

No Please go to **Part 10**.

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 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 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.

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.

Part 9: Making payment continued

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 chequebook or bank statements. If you do not know the account details, ask the bank or building society.

- 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 allow 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 claimant, the account should be in your name only.

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 6 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.

Part 10: Other information

Please use this space to tell us anything else you think we might need to know.

If there is not enough space, please use a separate sheet of paper. Make sure that you put your full name and NI number on each separate sheet of paper you use.

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

Part 11: For people filling in and signing this form for someone else

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

Your full name

Your date of birth

Your address

Your phone number

What is this number?
Please tick

- I am sending a letter signed by the claimant with this form.
The letter tells you that they agree to me making the claim for them.
- I am their appointee.
- I have power of attorney.

- Home Work Mobile Fax

Now sign this form in Part 12.

Part 12: Declaration

I agree that the information I have given is complete and correct. If I give wrong or incomplete information, or I do not report changes straight away, I may:

- be prosecuted
- need to pay a financial penalty
- be paid too much Funeral Expenses Payment and have to pay back any money that I am not entitled to

If you pay me less than you should, you may pay me the money that you owe me.

I understand that if I have provided a signed contract or funeral bill, I must let the department know straight away if any later changes are made to this contract. The contract is the signed agreement between you and the funeral director.

Signature

Date

Part 13: What to do now

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 or the signed contract, have you sent it to us?
We cannot accept estimated bills. If you do not have the final bill or signed contract yet, please send it to us as soon as possible. Make sure that the final bill or signed contract 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 9** 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 child 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 child who has died, have you sent us the bill or receipt?

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

Send it by post to:

Freepost DWP Funeral Payments

Take it to:

your local Jobcentre Plus.

How the DWP collects and uses information

When we collect information about you we may use it for any of our purposes.

These include:

- social security benefits and allowances
- child maintenance
- employment and training
- investigating and prosecuting tax credits offences
- private pensions policy and
- retirement planning

We may get information about you from other parties for any of our purposes as the law allows to check the information you provide and improve our services.

We may give information about you to other organisations as the law allows, for example to protect against crime.

To find out more about our purposes, how we use personal information for those purposes and your information rights, including how to request a copy of your information, please search for DWP Personal Information Charter on www.gov.uk

