



# Dickins Hopgood Chidley

## SOLICITORS

To discuss this and to obtain more information contact:  
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## What to do when someone dies

There are many matters which require consideration at this difficult time. This summary is to assist you in dealing with the first steps.

### Immediate steps:

1. Register the death at the register office - 01635 279230 (West Berkshire) or 0300 003 4569 (Wiltshire);
2. Find out if there were any specific wishes about funeral arrangements (this may be in the Will);
3. Organise the funeral;
4. Notify friends, relatives and employers / employees;
5. Put notice in the newspaper.

### Practical Matters:

1. Cancel all deliveries (papers etc.);
2. Remove valuables from his/her home;
3. Redirect mail;
4. Inform the building, contents and car (if appropriate) insurers;
5. Arrange for the immediate welfare of any pets. The Deceased may have provided for their long term care in his/her Will.

### Collect the following information:

1. The Will;
2. National Insurance Number, tax office and reference number;
3. Date and place of birth, and date and place of marriage or civil partnership.

### Notify:

1. The executor of the Will, and if there is no Will, an administrator of the estate will need to be appointed in accordance with the probate rules;



2. If you need any help speak to a solicitor.

### Contact in due course:

1. Banks and building societies;
2. Department for Work and Pensions if receiving any benefits;
3. Pension providers;
4. Solicitor and accountant;
5. Deceased's tax office;

6. Landlord if deceased lived in rented property;
7. Local authority – council tax, parking permit or if a blue badge was held for disabled parking;
8. Care providers (Social Services or private provider);
9. Insurance companies: travel, private health care, etc;
10. Life insurance companies;
11. Mortgage provider;
12. H.P. or loan companies, credit and store card providers;
13. Utility companies – water, electricity, gas and phone;
14. TV/Internet providers;
15. DVLA and passport office;
16. Clubs and associations;
17. Dentist or other healthcare providers;
18. Creditors – anyone they owed money to;
19. Debtors – anyone who owed them money;
20. Digital account providers – email, social media, Amazon, eBay etc.

A solicitor can assist in notifying all the relevant organisations and obtaining the information required to apply for the Grant of Probate. Don't forget, we are here to help as much as you would like.