

# What to do when someone dies

**When someone we loved has died it feels like the world has stood still. Unfortunately, just at the time you are grieving for your loved one, there is much to do. Probate Solicitors Limited has written this leaflet to help you get through the necessary paperwork and to help you identify the information you require when dealing with a death. We hope you find it useful.**

## Collect personal information

You will need to collect personal information about the deceased as you are likely to be asked for references at a later stage. You will need:

- National Insurance number
- Date and place of birth
- Date and place of marriage/civil partnership
- NHS number
- Tax reference

## First things first

As soon as possible and within the first 5 days you should do the following:

- Notify the deceased's GP
- Find their will if they left one and contact the executor
- Register the death & obtain official copies of the death certificate. You will need sufficient copies to send to various authorities
- Arrange the funeral (taking into account any instructions in the will)
- Notify any benefits offices if the person was claiming benefits

## Arranging probate

- If there is no will seek advice as to who can administer the estate

There are various alternative ways to apply for probate and administer an estate:

### *Using a Solicitor*

Often the executor or the relative will ask a solicitor to apply on their behalf, particularly where an estate may be complex. Specialist solicitors are used to dealing with estates and have relevant knowledge of the law and the tax implications.



### *Using a Bank*

Whilst banks will deal with the administration they tend to charge a fee of approximately 4% or a high fixed fee, even for a straightforward estate, making them an expensive option compared to solicitors.

### *Do it Yourself*

Whilst it saves the estate the cost of paying someone else, the majority of people use a solicitor to administer an estate. This could be for many reasons not least of which is the time required. In addition, the person dealing with the estate may be personally liable if debts come to light after the estate has been distributed or they fail to distribute it correctly.

## Other people and organisations to contact

### Social/Personal contacts:

- Relatives
- Friends
- Any clubs they were a member of
- Church
- Employer
- Solicitor
- Accountant
- Dentist
- Local Newspaper if you would like to put an announcement in



### Local Authority and Government contacts:

- School/college
- Tax office
- Local authority if they paid council tax/received social services help
- Benefits offices eg: tax credit, child benefit
- Passport service (return passport)
- DVLA (return driving licence)
- DWP (stop state pension)

### Financial contacts:

- Banks / building societies
- Insurance companies
- Any companies which the deceased had hire purchase, loan or rental agreements with
- Pension providers
- Mortgage provider
- Credit card companies
- Any debtors who owed money to the deceased
- Any creditors to whom the deceased owed money

### Household and Utility contacts:

- Gas and electric companies
- Landlord if property is rented
- Royal mail to re-direct post
- TV subscription companies eg: SKY
- Broadband provider
- Any agency providing home help

### What information will a solicitor need?

If you choose to use a solicitor to administer the estate you will need to take them:

- Death certificate & copies
- Financial information including, savings, assets, investments and debts
- Copy of all recent household bills
- Title deeds to property or mortgage information
- Will or if no will a rough family tree
- Birth certificate
- Marriage certificate
- National Insurance number

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**We hope this leaflet has been of some help to you. If you are dealing with someone's estate and need assistance or advice please contact us.**

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This leaflet is intended as guideline information, not legal advice. You should always seek legal advice from a specialist solicitor before taking any action.

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