

## Part 1: About you

Please fill in this form with **BLACK INK** and in **CAPITALS**.

### Title

For example Mr, Mrs, Miss, Ms.

MRS

### Surname or family name

SPARKS

### All other names in full

ELAINE

### All other surnames or family names you have used or have been known by

Please include maiden name, all former married or civil partnership names and all changes of family name.

GRIFFITHS

### Your National Insurance number

You can get this from your National Insurance number card, letters about benefits, payslips or form P60.

Letters

Numbers

Letter

X A

1 2 3

4 5

6

Q

### Your date of birth

9 13 1972

### Home address where you normally live

17 SEANORTH GROVE  
BLACKPOOL

Postcode BT9 7PM

### Home phone number, if you have one.

Code

Number

### Mobile phone number, so we can text you updates about your claim.

### Are you happy for us to contact you by email?

No

Yes

Please confirm your email address

### Address where you normally lived when your husband, wife or civil partner died, if it was different to your address now.

Postcode

## Part 1: About you continued

Please send us your **original** marriage or civil partnership certificate. Do not send us a photocopy. **But if you do not have your marriage or civil partnership certificate, still send in this claim form now.** If you prefer, you can take your marriage or civil partnership certificate to your Jobcentre Plus office. Take this form as well. They will sign this form and take a certified copy to show that they have seen your certificate. Please call us on **0345 604 3719** to book an appointment.

Were you still married or in a civil partnership with the deceased person when they died?

No

Yes ☒

Are you sending us your marriage or civil partnership certificate?

No

Yes ☒

We will send your marriage or civil partnership certificate back to you as soon as possible.  
We will post it back to you.

What was the date of your marriage or civil partnership?

If you converted your civil partnership into a marriage or married your civil partner, enter the date your marriage is treated as starting on.

27 / 09 / 1997

Tell us the country where your marriage or civil partnership took place

UK

What religion was the ceremony conducted under?

NONE.

We may need some more information from you.  
We will let you know if we do.

### Jobcentre Plus use

Marriage or civil partnership certificate certified and copied.

Signed

Dated

/ /

## Part 2: About your husband, wife or civil partner

Your husband, wife or  
civil partner's title

For example Mr, Mrs, Miss, Ms.

MR

Their surname or family name

SPARKS

Their other names in full

WILLIAM

All other surnames or family  
names they have been  
known by or were still using

Their National Insurance number

Letters	Numbers	Letter
X T	1 2 3 4 5 6	X

Their date of birth

11 / 07 / 1970

Their address, if it was  
different from your address.  
If you do not know their last  
address, write *Not known*.

Postcode

What date did they die?

09 / 05 / 2018

Please send us the **original** Certificate of Registration of Death if you have not already sent it to us. You can get this from the registrar, for free, in the United Kingdom only. If you have an interim death certificate or a letter from the coroner confirming the death, please send it to us. If you prefer, you can take your certificate to your Jobcentre Plus office. Take this form as well. They will sign this form and take a certified copy to show they have seen your certificate. Please call us on **0345 604 3719** to book an appointment. **But if you do not have any certificates yet, still send in your claim form now.**

If your husband, wife or civil  
partner died more than 3 months  
ago, tell us why you haven't been  
able to claim until now.

If you need more space, use **Part 5**.

Did they pay National Insurance  
contributions before they died?

No

Yes ☒

Please tell us if they were  
☒ employed.  
self-employed.

### Jobcentre Plus use

Death certificate, interim death certificate or coroner's certificate certified and copied.

Signed

Dated

/ /

## Part 2: About your husband, wife or civil partner continued

Do you think your husband, wife or civil partner 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 ☐

Did your husband, wife or civil partner ever live or work outside the UK?

No ☒

Yes

Go to **Part 3**.

Tell us below about the time they spent outside the UK.

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

Which country did they live or work in?

When did they live there?

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

### Country 1

From (month) (year)

To (month) (year)

Don't know ☐

No

Yes

What was their social security reference number?

### Country 2

From (month) (year)

To (month) (year)

Don't know ☐

No

Yes

What was their social security reference number?

If they have lived in more than 2 countries, tell us the same information as above for these countries too.

If you need more space, use **Part 5** on page 9.

## Part 3: About your children

### Do you have any dependent children?

This could be a child under the age of 16 or a young person aged 16, 17, 18 or 19.

No ☒  
Yes ☐

### Are you entitled to any Child Benefit?

To get the higher rate of Bereavement Support Payment, you may need to claim Child Benefit even if you choose not to receive it because of your income.

No ☒  
Yes ☐

Tell us the Child Benefit reference number. This is on any letters sent to you about Child Benefit or on a bank statement.

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

No ☒  
Yes ☐

### If you are not already getting Child Benefit, were you pregnant when your late husband, wife or civil partner died?

If you were, you may be able to get the higher rate of Bereavement Support Payment.

No ☒  
Yes ☐

What date is the baby due?

/ /

## More information

For more information about claiming Child Benefit please contact HM Revenue & Customs (HMRC). Go to [www.gov.uk/child-benefit/how-to-claim-child-benefit](http://www.gov.uk/child-benefit/how-to-claim-child-benefit) or telephone the HMRC Helpline on **0300 200 3100**. Lines are open Monday to Friday 8am to 8pm, Saturday 8am to 4pm. If you have speech or hearing difficulties and use a textphone, the number to use is **0300 200 3103**.

## Part 4: How we pay you

Bereavement Support Payment is paid monthly.

### **We will 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 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 number next to any payments 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 should not have got. This may be because of the way the system works for payments into an account.

For example, you may give us some 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 should not have got.

### **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, 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.

## Part 4: How we pay you continued

### 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 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 customer, the account should be in your name only.

**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.

#### Name of the account holder

Please write the name of the account holder exactly as it is shown on the chequebook or statement.

MRS E SPARKS

#### Full name of bank or building society

HALFAX

#### Sort code

Please tell us all six numbers, for example 12-34-56

11 - 22 - 33

#### 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.

1 2 3 4 1 2 3 4

#### 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, symbols 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.

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 this box.

☐



## Part 5: More information

Please read the notes that came with this form carefully. Use this space to tell us anything else you think we might need to know.

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

*[Faint, illegible handwriting is visible in this section, likely bleed-through from the reverse side of the page.]*



## Part 6: Declaration

The declarations below set out your legal responsibilities in respect of your claim.

I declare that the information in the claim is correct and complete.

I will report changes in my circumstances straight away by calling **0345 608 8601**.

If I give wrong or incomplete information or I don't report changes straight away, I understand I may be prosecuted or need to pay a financial penalty. I understand that my Bereavement Support Payment may be reduced or stopped, and that I must pay back overpaid money when told to do so.

**This is my claim for Bereavement Support Payment.**

**Signature**



**Date**

15 '05 '2018

## Part 7: What to do now

- 1 Check that you have answered all the questions that apply to you and your late husband, wife or civil partner.**
- 2 Check that you have shown us all the documents we have asked for, or are sending them with this form.**
- 3 Check that you have signed this form.**
- 4 Send us your claim form as soon as possible.**

You should send us your claim form within 3 months of the death of your husband, wife or civil partner. If you don't make a claim within 3 months of the death of your husband, wife or civil partner, you may get less money.

Return this claim form to

**Bereavement Support Payment,  
Post Handling Site B,  
Wolverhampton WV99 1LA**

or to your nearest Jobcentre Plus office.

You can also call us on **0345 608 8601**. If you have speech or hearing difficulties you can contact us using a textphone on **0345 608 8551**. Lines are open 8am to 6pm Monday to Friday.