



# STAFFORD YOUNG JONES

INCORPORATING NUTT & OLIVER

## Notify pension providers e.g. Prudential, Aviva

Company Name Address	Policy No: Telephone No Date telephoned/written to
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## People and organisations who may need contacting

As well as informing people who are close to the person, in many cases you'll need to close down accounts, or cancel or change insurance details, subscriptions, agreements, payments or direct debits.

Funeral Director	Person spoken to Telephone number Appointment
Solicitors	Person spoken to Telephone number Appointment
Accountant	Person spoken to Telephone number Appointment
Relatives and friends	

Employer	Tel: Date informed:
School	Tel: Date informed:
<b>Government organisations</b>	
The relevant Tax Office	Tel: Date informed:
National Insurance Contributions Office (if they were self-employed)	Tel: Date informed:
Child Benefit Office (at latest within eight weeks)	Tel: 08453 021 444 Date informed:
Local authority	<i>if they paid Council Tax, had a parking permit, were issued with a Blue Badge for disabled parking, or received social services help, attended day care or similar</i> Address:  Tel:  Date informed:
DVLA	<i>(return any driving licence, cancel car tax or return car registration documents/change ownership)</i>  <i>Tel: 0300 790 6801</i>  Correspondence Team, DVLA, SA6 7JL
UK Identity and Passport Service, to return and cancel a passport	Passport Advice line on 0300 222 0000  Passport no:
Financial organisations	
General insurance companies  Eg contents, car, travel, medical etc	<i>If the deceased was the first named on an insurance policy, make contact as early as possible to check that you are still insured</i>
Any other company with which the deceased may have had rental, hire purchase or loan agreements	Company: reference number Tel: <span style="float: right;">Date informed:</span>
Pension providers/life insurance companies	Company: reference number Tel: <span style="float: right;">Date informed:</span>

Banks and building societies	<p>Bank Sort Code                      Account No:</p> <p>Bank Sort Code                      Account No:</p> <p>Bank Sort Code                      Account No:</p>
Mortgage provider	<p>Mortgage number Lender:</p> <p>Tel:                                      Date informed:</p>
Hire purchase or loan companies	<p>Company: Reference number: Tel:                                      Date informed:</p>
Credit card providers/store cards Utilities and household contacts	<p>Company: reference number Tel:                                      Date informed:</p> <p>Company: reference number Tel:                                      Date informed:</p>
Landlord or local authority if they rented a property	<p>Name: Tel:                                      Date informed:</p>
Any private organisation/agency providing home help	<p>Company: reference number Tel:                                      Date informed:</p>
Utility companies if accounts were in the deceased's name	<p>Company: reference number Tel:      Date informed:</p> <p>Company: reference number Tel:                                      Date informed:</p> <p>Company: reference number Tel:                                      Date informed:</p>
Royal Mail, if mail needs re-directing	<p><a href="https://www.royalmail.com/delivery/inbound-mail/redirections">https://www.royalmail.com/delivery/inbound-mail/redirections</a></p> <p>The form can be collected at a Post Office</p> <p>Date redirected</p>
TV/internet companies with which the deceased had subscriptions	<p>Company Account No</p> <p>Date informed</p>

