

Bereavement Benefits

- Benefit you can get because of this claim can be paid more quickly if you
 - answer all the questions on this form that apply to you, and your spouse or civil partner
 - send us all the documents we ask for.
- If you cannot do this, get in touch with us, but benefit you can get because of this claim may be delayed.
- Please tell us about any other personal details you think we should know about in **Part 6**. For instance, other names or recent previous addresses.

National Insurance (NI) number

You can find this on your National Insurance (NI) numbercard, letters from the Social Security Agency or payslips.

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

Letters Numbers Letter

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No

Yes

Surname or family name

All other names, in full

All other surnames or family names you have been known by or are using now. Please include maiden name, all former married names and all changes of family name where appropriate.

Address

Postcode

Daytime phone number

Code	Number
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What is this number? Please tick.

Home Work Mobile Fax

For official use only

GBU requested from DO

BF112 issued on

/	/	/
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Referred to decision maker for

BPT decision

WBA/Bereavement Allowance decision

Date of birth

/ /

Please send us your birth certificate, if you have it. We need the real certificate, not a photocopy. **But if you do not have your birth certificate, do not delay sending in this claim form.**

If you prefer, you can take your birth certificate to your Social Security Office/Jobs & Benefits office. Take this form as well. They will sign this form to show that they have seen your certificate.

Are you sending your birth certificate with this form?

You must remember to send us all the documents we ask for. If you do not, benefit you can get because of this claim may be delayed.

No

Yes We will send your birth certificate back to you as soon as we can.

What date did you get married or form a civil partnership?

/ /

Please send us your marriage or civil partnership certificate, if you have it. We need the real certificate, not a photocopy. **But if you do not have your marriage or civil partnership certificate, do not delay sending in this claim form.**

If you prefer, you can take your marriage or civil partnership certificate to your Social Security Office/Jobs and Benefits Office. Take this form as well. They will sign this form to show that they have seen your certificate.

Has your marriage ended in divorce?

No

Yes

Has your civil partnership been dissolved?

No

Yes

Are you legally separated?

No

Yes

Are you sending your marriage or civil partnership certificate with this form?

You must remember to send us all the documents we ask for. If you do not, benefit you can get because of this claim may be delayed.

No

Yes We will send your marriage or civil partnership certificate back to you as soon as we can.

For official use only

Nature of evidence

Verified by

Checked by

Certificate returned by

on

/ /

Nature of evidence

Verified by

Checked by

Certificate returned by

on

/ /

Part 2 About your spouse or civil partner – continued

Were they getting a State Pension or any other benefits?

No

Yes Please say which benefits.

What was their reference number?

This is on any letters we sent them about their State Pension or any other benefits.

Did they pay National Insurance (NI) contributions during the 2 years up to 5 April before they died?

No

Yes Please tell us about this.

Did they pay these contributions through an employer?

No

Yes Please tell us about any employers they had in this period.

Employer's name and address

If you know that pay is dealt with at a different address, please give us this address and phone number.

Clock or payroll number

If not known, tell us their job or department.

Date they started work for this employer

Date they stopped work for this employer

Employer 1

Employer 2

If they had more than 2 employers, tell us about them in **Part 6**.

We may have to get in touch with their employers. We will tell them if they have to pay you a pension from your spouse's or civil partner's pension scheme

Part 2 About your spouse or civil partner – continued

Were they self-employed?

No

Yes Please tell us about this.

Were they a member of HM Forces when they died?

No

Yes

Were they getting a War Pension when they died?

No

Yes Please tell us their reference number
This is on any letters about their War Pension.

Do you think they died because of an accident at work, or because of a disease or illness connected with their work?

If they did, you may be entitled to a bereavement benefit, even if they had not paid enough National Insurance (NI) contributions.

You can find out which diseases and illnesses are covered in leaflet **IIDBA5JP** *Industrial Injuries Disablement Benefit (diseases)*.

No

Yes May we get medical reports from their doctor and any hospital, if we need them?

No

Yes

Part 2 About your spouse or civil partner – continued

- We need to know about any time that your spouse or civil partner lived or worked outside the United Kingdom (UK). This is because if they paid into the social security scheme in another country, it may count towards your bereavement benefit.

The *United Kingdom* is England, Scotland, Wales and Northern Ireland.

- Please tell us about any time that they lived in
 - a country outside the UK, or
 - the Channel Islands, or
 - the Republic of Ireland.

Did your spouse or civil partner ever live outside the UK?

If they only ever lived in England, Scotland, Wales, Northern Ireland or the Isle of Man, tick **No**.

No

Yes Please tell us about the time they spent outside the UK.

Which country did they live in?

Country 1

Country 2

When did they live there?

From / /

From / /

To / /

To / /

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

Don't know

Don't know

No

No

Yes What was their social security reference number?

Yes What was their social security reference number?

- If they lived in more than 2 countries, tell us about this below.

Part 3 About children

Are you expecting your husband's baby?

If you are, you may be able to get extra benefit when the baby is born.

No

Yes What date is the baby expected?

 / /

Are you getting any Child Benefit?

No

Yes Please tell us the Child Benefit reference number.
This is on any letters sent to you about Child Benefit.

Numbers

Letters

How much do you get each week?

 each week

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

No

Yes

When your spouse or civil partner died, were they getting any Child Benefit for any children?

No

Yes Please tell us the Child Benefit reference number.
This is on any letters sent to them about Child Benefit.

Numbers

Letters

How much did they get each week?

 each week

What to do next

- If you have answered **No** to all the last 3 questions about Child Benefit, please go to **Part 4**.
- If you have answered **Yes** to one or more of these questions, you may be able to get Widowed Parent's Allowance. Please fill in the rest of **Part 3**.

Part 3 About children – continued

- Please tell us about the children you want to claim for.

	Child's surname	Child's other names	Child's date of birth	What relation, if any, are you to the child?	What relation, if any, was your spouse or civil partner to the child?
1st child	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
2nd child	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
3rd child	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
4th child	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
5th child	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
6th child	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
7th child	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
8th child	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>

- If you want to tell us about more than 8 children, please tell us about them below.

If a child is in hospital

Which child is in hospital?

What is the name and address of the hospital?

Postcode

What date did the child go into hospital?

 / /

If a child is living with another person

Which child is living with another person?

What relation, if any, is this other person to the child?

How much do you send each week for the child?

 £ each week

If a child is in care

Which child is in care?

What is the name and address of the local authority caring for the child?

Postcode

How much do you send each week for the child?

 £ each week

Have you told us about any children who you are not a parent of?

We use *parent* to include step-parents, parents by legal adoption and fathers and mothers of illegitimate children.

If you need to tell us about more than one child, use the space in **Part 6**.

No

Yes Name of child

Does one of their parents live at the same address as you?

No

Yes What is their name?

Part 3 About children – continued

Are you, or anyone else, getting any benefit or allowance for any of the children you have told us about? For example Guardian's Allowance. But tick **No** if you are just getting Child Benefit.

No

Yes Please tell us about this.

Name of the benefit or allowance

Address of the office it comes from

Name of the child it is for

Who gets the benefit or allowance?

You

Someone else Please say who.

You

Someone else Please say who.

Benefit reference number

This is on any letters we have sent you about the Benefit.

Are any of the children you have told us about getting any benefit or allowance?

No

Yes Please tell us about this.

Name of the benefit or allowance

Address of the office it comes from

Name of the child it is for

Benefit reference number

This is on any letters we have sent you about the Benefit.

Part 4 About other benefits

Have you claimed bereavement benefit or widow's benefit before?

Tick **Yes** if you claimed but were turned down.

No

Yes Did you get bereavement benefit or widow's benefit?

No

Yes What was your reference number?

Are you getting any of these benefits?

Tick **Yes** if you are waiting to hear about a benefit.

- State Pension
- Jobseeker's Allowance
- Job Release Allowance
- Income Support
- Pension Credit
- War Widow's Pension
- Temporary Allowance for Widows, Widowers and surviving Civil Partners
- Incapacity Benefit
- Employment and Support Allowance
- Severe Disablement Allowance
- Carer's Allowance
- Reduced Earnings Allowance
- Training Allowance
- Unemployability Supplement paid because of
 - a war disability due to service with HM Forces, or
 - an industrial accident or disease
- Guardian's Allowance
- Armed Forces Compensation Scheme
- Guaranteed Income Payment.

No

Yes Please tell us about the benefits.

Reference number

This is on any letters we have sent you about the benefit.

Name of benefit

You can choose how often you want us to pay your benefit. How often do you want us to pay your benefit?

Every 2 weeks Every 4 weeks Every 13 weeks

We normally pay your money into an account

Many banks and building societies will let you collect cash at the post office.

We will tell you when we will make the first payment will be made 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 (NI) number next to any payments that we have made. If you think your payment is wrong, get in touch with the office that pays you straight away.

If we pay you too much money

We have the right to take back any money we pay that you are not entitled to. This may be because of the way the system works for payments into an account.

For example, you may give us information, which means you are entitled to less money. Sometimes but we may not be able to change the amount we have already paid you. This means we will have paid you money that you are not entitled to.

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, please give 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.
-

Fill in the rest of this form. You do not have to wait until you have opened an account or contacted us.

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 cheque book or bank statements. If you are not sure about the details, ask the bank or building society.

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 allows 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.

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 six 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

If you are using a building society account you may need to tell us a roll or reference number. This may be made up 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.

Building society roll or reference number

You may get other benefits and entitlements, we do not pay into an account.

Part 6 **Other information**

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

- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I declare** that I am the widow, widower or surviving civil partner of the person named in **Part 2** of this form.
- **I understand** that I must promptly tell the office that pays my benefit of anything that may affect my entitlement to, or the amount of that benefit.
- **I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I declare** that I have read and understood the notes which came with this form.

(Under section 15 of the Social Security Fraud Act (Northern Ireland) 2001 it is an offence to fail to notify a change of circumstances promptly. Failure to tell us about a change in your circumstances promptly may result in action being taken against you).

This is my claim for Bereavement Benefit.

Signature

Date

Part 8 What to do now

- 1 Check that you have answered all the questions that apply to you and your spouse or civil partner.
- 2 Check that you have shown us all the documents we have asked for, or are sending them with this form but do not delay sending this form to us if you do not have them.

Use the checklist below

- the Certificate of Registration of Death
- your birth certificate and marriage or civil partnership certificate

- 3 Check that you have signed this form.
- 4 Send us your claim as soon as possible.
 - You must send us your claim form within 3 months of the death of your spouse or civil partner. Failure to do so may affect your entitlement to benefit.
 - If your spouse died on or after 1 April 2003 your claim for a Bereavement Payment can be accepted for up to 12 months.
 - If your civil partner died on or after 5 December 2005 your claim for a Breavement Payment can be accepted for up to 12 months.

Return it to the Social Security Agency, State Pensions Branch, The Pension Service, PO BOX 1121, Belfast, BT1 9GA

Part 9 What happens next

- If you are entitled to a Bereavement Payment, we will send you a payable order or make payment into your account as soon as we can. If you are not entitled to this benefit, we will write to tell you why.
- It will take a little longer to work out if you are entitled to any of the other benefits. But we will write to tell you about this as soon as we can.
- Benefit you can get because of this claim can be paid more quickly if you answer all the questions on this form that apply to you and your spouse or your civil partner.
If you cannot do this, get in touch with us, but benefit you can get because of this claim may be delayed.

Part 10 About Child Tax Credit

Child Tax Credit is a payment to support families with children. It can be claimed by those responsible for one or more child or young person.

Child Tax Credit

- is claimed from HM Revenue and Customs
- is paid in addition to Child Benefit
- can provide income for families with children, whether in or out of work
- is normally paid to the main carer

To find out more about Child Tax Credit or to make a claim online, Visit: www.hmrc.gov.uk/taxcredits

You can also phone HM Revenue and Customs about Child Tax Credit on 0845 603 2000. If you have speech or hearing difficulties you can contact them using a textphone on 0845 607 6078.

Lines open: 8am - 8pm seven days a week (except Christmas Day, Boxing Day, New Year's Day and Easter Sunday)

Part 11 Voluntary and other organisations that may be able to advise you

- **CRUSE Bereavement Care**
10 College Green
Belfast
BT7 1LN
Telephone Number 028 9043 4600

Part 12 How we collect and use information

We the Department for Social Development (DSD) collect information to deal with Social Security, Child Support, employment and training, housing and community development and urban regeneration, (re-developing towns, cities and villages). The information we collect about you will depend on the type of your business with us, but we may use the information for any of these purposes.

We may check information about you with other information we may have. We may get information about you from other people and certain other organisations. We may give information to certain other organisations, as allowed by the law, to:

- check that the information is accurate
- prevent or detect crime
- protect public funds in other ways, and
- use in research or statistics

These other organisations include other government departments, authorities who deal with Housing Benefit, and private-sector organisations (such as banks) that may lend you money. We will not give information about you to anyone outside our Department unless the law allows us to.

The Department for Social Development is the Data Controller for the purposes of the Data Protection Act.

If you want to know more about what information we have about you, or the way we use your information, please contact us. You can contact any of our offices and ask for leaflet *Data Protection Act 1998 – It affects you*. Or you can find a copy of the leaflet on our website at www.dsdni.gov.uk

It is Agency policy to provide you with all of the information, advice and help to complete any Social Security benefit claim form. Please feel free to contact your nearest Social Security Office/Jobs & Benefits office, Community Benefit Office or the Benefit Shop, Royal Avenue, Belfast.

If you would like further information about disability benefits, you can also contact the Benefit Enquiry line. The telephone number is 0800 220 674.

However, if you do not want to make use of our services, you may be able to get help from a friend, relative or an Advice Centre.

You can also find out more about the Social Security Agency's benefits and services at www.dsdni.gov.uk

