

# Death admin checklist

Everything that needs to happen after someone dies in the UK, in the order you'll actually do it. Tick things off at your own pace — most estates take 6–12 months.

## How to use this

Print it, write on it, leave it on the side. The order matches what register offices, banks and HMRC actually expect. You don't have to do it alone — [alenity.co.uk](https://alenity.co.uk) handles the notifications and keeps everything in one place.

## First 24 hours

Day 1

- Have the death verified by a medical professional
- Contact a funeral director
- Tell close family and the employer
- Locate the will, passport, bank cards and key documents
- Secure the home, pets and any dependants

## First week

Days 2–7

- Register the death (5 days in England & Wales, 8 days in Scotland)
- Order several certified copies of the death certificate
- Start Tell Us Once at the register office
- Notify the employer formally and ask about death-in-service
- Notify the landlord or buildings insurer if the property will sit empty

## First month

Weeks 2–4

- Use the Death Notification Service for member banks
- Notify other banks, building societies and credit cards
- Notify pension providers (state, workplace, private)
- Notify utilities, broadband, phone and TV
- Notify insurers (life, home, car, pet, travel)
- Cancel subscriptions (streaming, gym, magazines)
- Check eligibility for Bereavement Support Payment
- Apply for Funeral Expenses Payment if eligible

## Months 2–6

First half year

- Identify the executor or administrator
- Value the estate — assets and debts
- Decide whether probate or Confirmation is needed
- Complete the inheritance tax form (even if no tax is due)
- Apply for the grant of probate or Confirmation
- Collect assets once the grant is issued
- Sell the property if needed

## Months 6–12

Second half year

- Pay debts and any inheritance tax
- Distribute the estate to the beneficiaries
- Close the executor's bank account
- Keep records for at least 12 years in case HMRC queries the estate
- Update your own will if your circumstances have changed

### Want this handled for you?

Alenity drafts the notifications, sends them, handles the replies, and keeps everything in one place so you don't lose track. Start at [alenity.co.uk](https://alenity.co.uk).