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Through a skilled staff of 70 people in offices
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Negus provides a full range of legal services including:

- Divorce, Separation & Children Issues
- Wills, Probate & Estate Administration
- Tax Planning & Elderly Client Matters
- Buying, Selling or Renting Property
- Accident & Personal Injury Claims
- Business, Commercial & Charity Matters
- Criminal Defence & Motoring Offences
- Employment Law Advice



Ellis-Fermor & Negus

SOLICITORS

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Ellis-Fermor & Negus

Who to tell when
someone dies



Ellis-Fermor & Negus understand that losing someone close to you can be an emotional time, so we have prepared a list of all the people you need to contact to make things a little easier for you.

As Executor or Administrator for the deceased you must ensure all their assets are realised and that debts and liabilities are dealt with before distributing any monies to beneficiaries.

Things to send back

- Passport
- Driving licence (Send to: DVLA, Swansea, SA6 7JL)
- Registration documents of a car(s), for the change ownership to be recorded
- Any National Insurance papers to the relevant office
- Any NHS equipment such as wheelchairs, hearing aids artificial limbs
- Membership cards of clubs and associations (claim refunds due).
- TV licence for a refund
- Library books and tickets
- Season tickets (claim any refunds due)

Things to do

- Stop Milk & Newspapers
- Stop anything else delivered to the house on a regular basis
- Drain down water system
- Disconnect gas and electricity supplies

People to tell

- Any home / contents insurance company (to ensure cover continues where necessary) and attend to any requirements of insurance company: note the restrictions on the policy while it is empty.
- The local Social Services department of the Council if the deceased was getting meals-on-wheels, home help, day centre care or had an appliance or piece of equipment issued by the department
- The local Council Housing department if the deceased was living in a council house
- The local Council Tax office and/or Business Rates office
- Department of Works & Pensions - 'Recovery from Estate Department' if deceased received income support
- The landlord, if the deceased was living in rented accommodation; or the mortgage provider if the house is mortgaged
- The Inland Revenue
- Any hospital the person was attending
- The deceased's G.P. practice
- The deceased's bank(s) and/or building society(s)
- The deceased's water, gas, electricity and telephone suppliers
- A car insurance company (nb. If you are insured to drive the car under the deceased person's name, you will cease to be legally insured)
- The Post office, so that they can redirect the deceased's mail to the person who will be responsible for the Estate
- Any life insurance company with which the deceased had a policy
- Any company or personal pension provider
- Any employer or trade union
- The teacher, employer or college of any closely related child or young person (if a parent, brother, sister, grandparent or close friend died)
- It may be appropriate to contact a minister of religion or representative of your faith community