



Social Security Scotland  
Tèarainteachd Shòisealta Alba

Apply for the  
funeral of someone  
**18 or over**

# Funeral Support Payment

Apply for help with funeral costs

Once finished, return this form in the pre-paid envelope.  
If you do not have this envelope, call us free on  
0800 182 2222 and we'll send you one.

**mygov.scot**

Social Security Scotland  
PO Box 10311  
DUNDEE  
DD1 9GH

Use this form to apply for help with funeral costs where the person who died is 18 or over.

If you're applying for the funeral of someone 17 or under, you'll need to use the child form. You can get this by visiting [mygov.scot/funeral-support-payment-form](http://mygov.scot/funeral-support-payment-form). If you'd prefer, you can call us free on 0800 182 2222 and we'll send you the correct form.

# Funeral Support Payment

Funeral Support Payment helps pay for funeral costs if you live in Scotland. It usually will not cover the full cost of the funeral but it will help pay for some costs. It can be paid either to you or the funeral director who's helping you plan the funeral.

Only one person can get Funeral Support Payment for the funeral. You will not be eligible if government support has already been paid for the funeral. This includes:

- Funeral Expenses Payment from the Department for Work and Pensions
- Northern Ireland's Funeral Payment.

## Check if you're eligible for help with funeral costs for someone 18 or over

Tick all statements that apply.

- I live in Scotland
- I haven't already had help with funeral costs from the government for this funeral
- my partner or I are getting at least one qualifying benefit (see page 5 for a list of qualifying benefits)
- I'm applying after the person died, but less than six months after their funeral
- the funeral is for someone who lived in the UK
- my partner or I are named on the funeral bill
- the funeral is being held either in the UK, a country in the EU, or Iceland, Liechtenstein, Norway or Switzerland.

**If you haven't ticked all of these statements, you will not be able to get Funeral Support Payment.**

If you would like a formal decision, you can carry on with your application.

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# How it works

Funeral Support Payment will not usually cover the full cost of the funeral but it will help pay for some costs. This will depend on the choices made when planning the funeral. It can help pay towards:

- burial and cremation costs
- funeral costs
- your travel costs
- transport costs to move the person who died
- document costs
- medical costs.

## Costs you will be able to get help with

### Burial or cremation costs

The payment will usually cover the cost of burial or cremation in the local area where the person who died lived. We can only work out exactly how much you'll get when we know where they lived. This is because different locations have different burial and cremation costs.

You can find out how much we can pay towards burial and cremation costs in different areas of Scotland by visiting [mygov.scot/burial-cremation-costs-scotland](http://mygov.scot/burial-cremation-costs-scotland).

### Funeral costs

You can get a payment of £700 to put towards any other funeral costs you need to pay for, such as the funeral service or funeral car.

If the person who died had a funeral plan or funeral insurance, this amount will be reduced to £120. This is because their funeral plan or funeral insurance should help pay for the funeral costs.

### Your travel costs

You can get help towards travel costs for one return journey to either the:

- place where you're arranging the funeral, or
- funeral location.

This includes travel by bus, train and your own car. You can sometimes get money towards travel by taxi, boat and plane. It does not include travel in a funeral car.

If you need to take a certain method of transport for accessibility reasons, let us know on page 23 of this form.

## Other costs you may be able to get help with

### Transport costs to move the person who died

If you need to move the person who died more than 50 miles, you can get help towards the cost of this.

You'll have to pay for the first 50 miles of any return journey, but we can help pay for any part of the travel over 50 miles.

We can work out how much money you'll get to help towards transport costs to move the person who died by speaking to your funeral director, if you have one, or using your final funeral bill.

### Document costs

You can get help towards the cost of:

- death certificates to release money belonging to the person who died
- medical certificates to allow the funeral director to go ahead with the burial or cremation, such as a Medical Certificate of Cause of Death.

### Medical costs

You can get money towards the cost of certain medical procedures needed before the funeral can go ahead. For example, if a pacemaker needs to be removed before the person who died can be cremated.

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# What affects how much you can get

The amount you get paid will depend on how much money was left by the person who died. Your payment will be less if the person who died left any money which could cover some or all of the funeral expenses. This can include:

- funds belonging to the person who died
- insurance policies
- funeral plans
- money from pensions or burial clubs.

## Recovery of payment

Funeral Support Payment is treated as a funeral expense. This means we can take back any money we paid you from the estate of the person who died. A person's estate (sometimes known as assets) includes things like:

- money
- savings
- property.

This is because any money from the person's estate is used to pay funeral expenses and debts before anything else.

We'll only take back your Funeral Support Payment if money has become available from the estate of the person who died. We'll never recover this money from you. We'll take back some or all of the payment.

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# Who should apply and when

You can get a Funeral Support Payment if all of the following apply:

- you live in Scotland
- you or your partner are getting certain benefits or tax credits
- the person who died lived in the UK
- the funeral is being held in the UK, EU, Iceland, Liechtenstein, Norway or Switzerland
- you're applying after the person died, but less than six months after their funeral
- you or your partner are responsible for the funeral.

You might be able to get a different payment if you live in:

- England or Wales
- Northern Ireland.

If you live in England or Wales, find out more about their Funeral Expenses Payment on the GOV.UK website.

If you live in Northern Ireland, find out more about their Funeral Payment on the nidirect.gov.uk website.

## Benefits and tax credits you or your partner must get

You or your partner must get one or more of the following:

- Child Tax Credit
- Universal Credit (UC)
- Income Support
- Pension Credit
- Working Tax Credit (disability or severe disability element)
- Housing Benefit
- income-based Jobseeker's Allowance (JSA), not contribution-based JSA
- income-related Employment and Support Allowance (ESA), not contribution-based ESA.

If you think you should be getting any of these benefits, you can find out more information by visiting [gov.uk/browse/benefits](https://www.gov.uk/browse/benefits).

If you or your partner are not getting any of these benefits, but have applied for one, you can still apply for Funeral Support Payment.

## Being responsible for a funeral

To be responsible for a funeral, either you or your partner must be:

- named on the funeral bill, and
- have the nearest relationship to the person who died.

This is usually a partner, parent or child of the person who died.

# How much you can get

The payment likely won't cover the full cost of a funeral. We expect the average total payment for Funeral Support Payment to be £1,300, but the amount you get will depend on a number of factors.

## Example A:

The person who died is over 18, and lived in Glasgow City. They had £250 in personal savings, but no funeral plan or insurance. They did not need to be moved over 50 miles to the funeral location. The funeral director needed to remove a pacemaker before the cremation.

The person who's responsible for the funeral lives in Aberdeenshire and needed to travel to Glasgow City for the funeral. They did not need to pay for any documents like a copy of a death certificate. They would be able to get a total payment of £1,198.

Payment	Amount
<b>Cremation costs</b>	<b>£670</b>
This is the fee charged by the local authority for cremation in Glasgow City.	
<b>Funeral costs</b>	<b>£700</b>
This is a fixed amount of £700.	
<b>Travel costs</b>	<b>£58</b>
One return journey to either plan or attend the funeral.	
<b>Transport costs</b>	<b>£0</b>
Costs to move the person who died over 50 miles to the funeral location.	
<b>Document costs</b>	<b>£0</b>
Costs for documents such as extra death certificates.	
<b>Other costs</b>	<b>£20</b>
Costs for any medical procedures.	
<b>Deductions</b>	<b>- £250</b>
Amount deducted due to money in private bank accounts of the person who died.	
<b>Total</b>	<b>£1,198</b>

## Example B:

The person who died is over 18 and lived in Falkirk. They did not have any savings, but did have a funeral plan.

The person who's responsible for the funeral didn't have any travel costs to plan or attend the funeral, and did not need to pay for any documents like a copy of a death certificate.

No money would be deducted as the person who died did not have any money to help pay for the funeral. The person who's responsible for the funeral would be able to get a total payment of £1,399.

Payment	Amount
<b>Burial costs</b>	<b>£1,279</b>
This is the fee charged by the local authority for burial in Falkirk.	
<b>Funeral costs</b>	<b>£120</b>
This is a fixed amount of £120 as the person who died had a funeral plan.	
<b>Travel costs</b>	<b>£0</b>
One return journey to either plan or attend the funeral.	
<b>Transport costs</b>	<b>£0</b>
Costs to move the person who died over 50 miles to the funeral location.	
<b>Document costs</b>	<b>£0</b>
Costs for documents such as extra death certificates.	
<b>Other costs</b>	<b>£0</b>
Costs for any medical procedures.	
<b>Deductions</b>	<b>- £0</b>
Amount deducted due to money in private bank accounts of the person who died.	
<b>Total</b>	<b>£1,399</b>

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# Before you apply

This could be:

- up to date bank statements for any private bank accounts belonging to the person who died
- details of any cash left by the person who died
- details of any money due from life insurance policies
- details of any money due from pensions or burial clubs.

You should avoid sending original certificates. It can take us up to two weeks to return anything you send. You can send your documents together with this form.

If you send your documents separately to Social Security Scotland, you need to clearly write some things on a piece of paper and send it to us with your documents.

These things are:

- your full name
- date of birth
- National Insurance number
- the words 'Funeral Support Payment', so we know what you're applying for.

If you do not include these things, your payment could be delayed.

**Before applying for Funeral Support Payment, you should:**

- register the death of the person who died
- check that you're eligible for Funeral Support Payment by answering the questions on page 2
- get details of the funds belonging to the person who died
- consider giving your funeral director consent to speak with us about your application (if you're using one).

**To complete this form, you'll need:**

- your National Insurance number
- details of the funeral director (if you're using one)
- any travel receipts or funeral bills you have so far.

## **Sending us photocopies of certificates, bills or receipts**

If you need a pre-paid envelope to return your completed form and photocopied documents to Social Security Scotland, call us free on 0800 182 2222 and we'll send you one.

## **If you need any help**

If you need help to apply for Funeral Support Payment, call us free on 0800 182 2222.

Our call centre opening times are Monday to Friday 8am to 6pm.

Your local Citizens Advice Bureau can also help with questions about benefits, or you can find out more about Funeral Support Payment by going to [mygov.scot](http://mygov.scot).

## **You and your data**

Get more information about how Social Security Scotland uses your data by reading our privacy notice at [mygov.scot/social-security-data](http://mygov.scot/social-security-data).

Please use a black pen and write in BLOCK CAPITALS. You should tick boxes in this form and if you make any mistakes, please put a line through errors clearly. If you need to, you can:

- request a new form by calling us free on 0800 182 2222
- download it from: [mygov.scot/funeral-support-payment-form](http://mygov.scot/funeral-support-payment-form)

You should only fill in this section if you're someone who has the legal right to apply for someone else, or want to do that for someone who cannot manage their own affairs.

This could be if you've been legally made someone's:

- appointee
- Power of Attorney
- legal guardian.

If you do not let us know your National Insurance number, it may take longer for us to work out whether you should get Funeral Support Payment.

## If you're filling in this form on behalf of someone who cannot manage their own affairs

Skip this section and go to page 9 if you're helping someone to fill in their application. For example, as a friend or relative.

Please give us your details.

First name(s)

Last name

Date of birth

National Insurance number (optional)

Address

Postcode

If we need to send you a letter, do you want the letter sent to this address?

Yes  No

If no, tell us where you'd like letters sent:

Address

Postcode

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# Your details

If you're applying for a funeral you're responsible for, tell us your details. If you're applying on behalf of someone else because you have a legal right to do so, you should fill in the rest of the form as the person you're applying on behalf of.

Title (optional)

First name(s)

Last name

Date of birth

National Insurance number (optional)

Address

Postcode

If you do not let us know your National Insurance number, it may take longer for us to work out whether you should get Funeral Support Payment.

You or your partner (not the person who died) need to be getting at least one of these benefits to be able to get Funeral Support Payment.

## Tell us which of these you or your partner get

If you're applying on behalf of someone who cannot manage their own affairs, tell us what benefits they get here.

### Select any benefit(s) you or your partner:

- are currently getting
- have applied for and are waiting for the outcome.

- Child Tax Credit
- Universal Credit (UC)
- Income Support
- Pension Credit
- Working Tax Credit (disability or severe disability element)
- Housing Benefit
- income-based Jobseeker's Allowance (JSA),  
not contribution-based JSA
- income-related Employment and Support Allowance (ESA),  
not contribution-based ESA
- none of these benefits
- I don't know

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# About the person who died

Title (optional)

First name(s)

Last name

Date of birth

Date of death

National Insurance number (optional)

If you tell us their National Insurance number, we'll be able to process your Funeral Support Payment application more quickly.

If the person who died was living at a different address for less than 28 days before they died, tell us the address where they usually lived.

For example, if they were living in a hospice when they died, tell us the address where they usually lived, not the address of the hospice.

**What was the address of the person who died?**

Address

Postcode

Someone was your partner if you were married, in a civil partnership, or living together as a couple.

This includes if you were living together as a couple before the person went into hospital or a care home.

If you have a partner that lives with you, your application will be made as a couple. This means if they're getting any of the benefits you need to get Funeral Support Payment, it may make you eligible.

If you tell us their National Insurance number, we'll be able to process your Funeral Support Payment application more quickly.

## Your relationship to the person who died

Is the funeral for your partner?

Yes  No

If yes, go to page 14.

Do you have a partner that lives with you?

Yes  No

If yes, please tell us their details:

First name(s)

Last name

Date of birth

National Insurance number (optional)

Address

  
  
  

Postcode

**What's your, or your partner's, relationship to the person who died?**

Tick one option only.

- I'm their child
- I'm their parent
- I'm their brother or sister
- I'm their grandparent
- I'm their grandchild
- I'm their aunt or uncle
- I'm their cousin
- I'm their niece or nephew
- I'm their friend

If other

If the person who died has a living partner, we'll need to contact you to find out why they're not making the application for the funeral.

**Does the person who died have a living partner?**

Yes  No

To be responsible for the funeral, you or your partner must be named on the funeral bill.

Funerals held outside of the UK will sometimes be able to get Funeral Support Payment.

We can help pay for funerals in EU countries and also Iceland, Liechtenstein, Norway and Switzerland.

This could be if the person who died has:

- a pre-paid plot in a family burial, or
- a burial club who are providing the plot.

Some medical devices like a pacemaker will need to be removed before the person who died can be cremated. We can help pay towards the cost of this.

A funeral plan allows someone to pay towards the cost of their own funeral in advance. If the person who died has funeral insurance, this will be used to pay towards the cost of the person's funeral.

## About the funeral

Are you responsible for paying for the funeral?

Yes  No

What's the location of the funeral?

Scotland

England

Wales

Northern Ireland

A country outside of the UK

If a country outside of the UK, tell us the country name:

What's the date of the funeral? (if you know it)

DD  MM  YYYY

What type of funeral is it?

Burial

Does the person who died have a pre-paid burial plot?

Yes  No

Cremation

Do any medical devices need to be removed before the funeral?

Yes  No

Did the person who died have a funeral plan or funeral insurance?

Yes  No

A funeral director, often known as an undertaker, is the professional who's responsible for helping you plan a burial or cremation.

Tell us the business or organisation name of your funeral director.

We can progress your application more quickly if we can contact your funeral director to confirm details of the funeral. We'll need your permission before we can do this.

If we cannot contact your funeral director, you'll need to provide documents to confirm funeral details yourself.

Most people choose to pay their funeral director directly. You do not need to tell us their bank details, we'll contact your funeral director to get this information.

## About your funeral director

Are you using a funeral director?

Yes  No

If no, go to page 16.

If yes, tell us their details:

Organisation name

Town or city

Postcode

Phone number

Can we contact your funeral director about your application?

Yes  No

Do you want us to pay Funeral Support Payment directly to your funeral director?

Yes  No

# Help paying for travel costs

You can get help towards travel costs for one return journey to either the:

- place where you're arranging the funeral, or
- funeral location.

This includes travel by bus, train and your own car. You can sometimes get money towards travel by taxi, boat and plane. It does not include travel in a funeral car.

We'll work out the cost of the journey for you.

Do you need to pay for travel costs?

Yes  No

If no, go to page 17.

Which journey do you want us to help pay for?

- return journey from your home to the funeral location, or
- return journey from your home to the location where you're arranging the funeral

What transport did you use for this journey and how much did it cost?

Tick all that apply.

- |                                |                                     |
|--------------------------------|-------------------------------------|
| <input type="checkbox"/> Bus   | <input type="text" value="£"/>      |
| <input type="checkbox"/> Train | <input type="text" value="£"/>      |
| <input type="checkbox"/> Car   | <input type="text" value=""/> miles |
| <input type="checkbox"/> Taxi  | <input type="text" value="£"/>      |
| <input type="checkbox"/> Other | <input type="text" value="£"/>      |

If other, what type of transport did you use?

We'll need you to send us any travel bills or receipts for the journey you want us to help pay for.

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## Help paying for documents

**Do you need to pay for death certificates to access money belonging to the person who died?**

Yes  No

How much money have you paid, or will you need to pay, for death certificates?

£

For example, a Medical Certificate of Cause of Death may be needed to allow the funeral director to go ahead with the burial or cremation. This information is only needed for funerals taking place outside of Scotland.

**Do you need to pay for medical certificates?**

Yes  No

How much have you paid, or will you need to pay, for medical certificates?

£

We may need you to send us receipts for any documents you want us to help pay for.

This does not include money in joint bank accounts.

It does include money in a bank account, building society, credit union or post office card account belonging to the person who died.

This does not include money in bank accounts.

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## Money belonging to the person who died

Any money that's immediately accessible and belongs to the person who died must be used to help pay for their funeral.

**Did the person who died have any money in their accounts?**

Yes  No  I don't know

If yes, how much?

£  (if you know)

**Did the person who died have any cash?**

Yes  No  I don't know

If yes, how much?

£  (if you know)

**Has any money been paid, or is it due to be paid, from a life insurance policy?**

Yes  No  I don't know

If yes, how much?

£  (if you know)

Has any money been paid, or is it due to be paid, from a war pension?

Yes  No  I don't know

If yes, how much?

£  (if you know)

An occupational pension is a pension paid by a former employer.

Has any money been paid, or is it due to be paid, from an occupational pension?

Yes  No  I don't know

If yes, how much?

£  (if you know)

This is where the person who died paid into a burial club to help pay towards their funeral.

Has any money been paid, or is it due to be paid, from a burial club?

Yes  No  I don't know

If yes, how much?

£  (if you know)

## About the estate

We need to know about the money, savings and property of the person who died. These are sometimes known as assets. We also need to know who is sorting out these assets now the person has died.

Tick yes if someone has applied for, or plans to apply for, one of these:

- letter of administration
- letter of confirmation
- grant of probate.

**Has someone applied to the courts for permission to collect any assets, pay any debts or sort out any remaining assets belonging to the person who died?**

Yes  No

**Who is sorting out the assets of the person who died?**

You  Someone else  Solicitor

If a solicitor or someone else is sorting out the assets of the person who died, we need to know their details.

**If the assets are being managed by someone other than you, tell us their details:**

First name(s)

Last name

Address

  
  
  

Postcode

Phone number (if you know it)

## If we need to contact you

Your phone number

Is this phone a: mobile

landline

I do not have a phone number I can give you

If you've given us a mobile number, would you like us to use this to update you about the progress of your application?

Yes

No

How would you like us to contact you if we need to ask you a question?

Select only one option.

Phone call in English

Phone call in a different language

(please tell us which language)

Video call, if you use British Sign Language

Letter

As well as a letter in English, tick the box of any other type of letter you need to be sent:

Braille (English only)

Large print

Easy read

Audio

A letter in a language other than English

Please tell us which language:

I do not need to be sent any of these

If we have a question and we're not able to contact you, it could delay your application.

We can call you in over 100 languages.

When we tell you whether you're going to get the Funeral Support Payment, we can only do this by letter.

Funeral Support Payment can be paid into your account or someone else's. If you want it paid into someone else's account, you need to check they're happy with this and that they're happy with our privacy notice before you put their details in this part of the form. You should also be sure you'll be able to access the money.

Write your name as it's shown on the bank card, chequebook or statement.

Your sort code has six digits and your account number has eight digits. You can find both of these on your bank card or statement.

## Payment details

Skip this section and go to page 23 if you've asked us to pay your funeral director directly.

Give details of the bank, building society or credit union account you want the Funeral Support Payment paid into.

Name

Sort code

  

Account number

Building society or credit union reference number  
(you only need to fill this in if your account has one)

### If you've agreed to be paid by POCA with the DWP because you do not have a bank account

You can be paid Funeral Support Payment using POCA if you're being paid this way for other benefits.

I do not have a bank account and I want to be paid Funeral Support Payment using POCA.

You only need to add something if you think there's anything we haven't covered in the form that we need to know.

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If you think there's anything else we need to know

A large rectangular box with a black border, containing 25 horizontal light gray lines for writing. The lines are evenly spaced and extend across the width of the box.

If you run out of space, you can carry on writing on another sheet of paper and send this to us with your form.

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# Things you need to agree before you send us your application

Tick the boxes to show that you've read and agree with the statements:

I declare that my current benefit claim is correct, complete and up to date as far as I know and believe.

As far as I know and believe, I declare that the information I have given in this form is correct and complete.

I understand that I may be prosecuted if I provide details that are not complete or correct. I also understand money may be taken back from me if I'm paid too much.

I understand that any payment I get can be recovered from the estate of the person who died.

By completing and sending us this form, you agree to Social Security Scotland's privacy notice: [mygov.scot/social-security-data](https://mygov.scot/social-security-data).

Your signature

Date

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# Sending us your application

Please put this form, and any certificates, receipts or bills, in the pre-paid envelope given to you with this form.

If you do not have this envelope, call us free on 0800 182 2222 and we'll send you one.

If you'd prefer to, you can send your documents to:

Social Security Scotland  
PO Box 10311  
DUNDEE  
DD1 9GH

Please write the following information on your photocopied documents:

- your full name and date of birth
- your National Insurance number
- the words 'Funeral Support Payment', so we know what you're applying for.

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# What happens next

If you've asked for one, we'll send you a text message when we've got your form to let you know it's arrived.

Within 10 days of getting your application, including all documents that are required, we'll either:

- send you a letter telling you whether you're going to be paid Funeral Support Payment
- contact you if we need to ask you any questions about your form or request any more documents from you.

If you or your partner are not getting any qualifying benefits, but have applied for one, we can only let you know if you can get Funeral Support Payment when we know the outcome of your benefit applications.

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## Contact us

You can call us free on 0800 182 2222 if you want to get in touch about your application. If you have any questions, or want to check the progress of your application, we'll be able to do this quicker if you know your National Insurance number.

Our call centre opening times are Monday to Friday 8am to 6pm.

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## If you need any extra help

If you'd like someone else to help you fill in your application, contact Citizens Advice Scotland. You can find contact details for your nearest branch by visiting [cas.org.uk/bureaux](https://cas.org.uk/bureaux).

If you'd like support or want someone to talk to, call Cruse Bereavement Care on 0845 600 2227. You can also visit [mygov.scot/bereavement-support](https://mygov.scot/bereavement-support).

If you'd like any advice or information about what to do when someone dies, visit [mygov.scot/when-someone-dies](https://mygov.scot/when-someone-dies).

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# Privacy notice

## **You and your data**

Our privacy notice explains your rights under the Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR). It describes the type of information we may hold on you, how it may be processed and who we might share it with.

Personal data (which we will call 'data' throughout the rest of this notice) means any information about an individual from which that person can be identified.

Social Security Scotland processes lots of data to do our job. We manage your personal data to deliver a number of social security benefits outlined in the Social Security (Scotland) Act 2018. We are committed to protecting and respecting your privacy.

Social Security Scotland is registered with the Information Commissioner (registration number Z4857137) under Scottish Ministers, to handle your data.

If you want to know more about how Social Security Scotland use your data, you can read our full privacy notice online: [mygov.scot/social-security-data](https://mygov.scot/social-security-data)



Social Security Scotland  
Tèarainteachd Shòisealta Alba

If there's something else you need help with,  
or you want this form in other formats,  
call us free on 0800 182 2222.