

Who Needs to Know When Someone Dies

You don't have to tell everybody today.

Some people need to know because they are close to you or directly affected. Plenty of things can wait. This worksheet is a starting point to help you contact those who need to know.

People Who May Need to Know Now

- ☐ Immediate family
- ☐ Close friends
- ☐ Employer or work, if necessary
- ☐ School, college or childcare, where relevant
- ☐ Anyone directly involved in immediate arrangements
- ☐ Someone who can help tell other people for me

People I need to tell now

Who / organisation	Date	Reference	Done
			☐
			☐
			☐
			☐
			☐

People and Organisations to Tell Soon

These may need contacted as you begin dealing with the practical side of the death. Not every item will apply to everybody.

- ☐ Employer or HR
- ☐ Banks or building societies
- ☐ Life insurance provider, pension providers or other insurance providers
- ☐ Relevant government services
- ☐ Solicitor, where needed
- ☐ Mortgage provider or landlord, where relevant
- ☐ Utilities, where necessary
- ☐ Accountant or financial adviser, where relevant

My 'tell soon' tracker

Who / organisation	Date	Reference	Done
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐

People and Organisations That Can Usually Wait

There may be lots of smaller accounts, memberships and online services connected to the person who died.

- ☐ Subscriptions
- ☐ Memberships
- ☐ Clubs or societies
- ☐ Loyalty schemes
- ☐ Streaming services
- ☐ Shopping or delivery accounts
- ☐ Online accounts
- ☐ Social media
- ☐ Mailing lists
- ☐ Other non-urgent services

Things I can come back to later

Who / organisation	Date	Reference	Done
			☐
			☐
			☐
			☐

Contact Record

Use this when a call or conversation produces information you need to remember.

Person / organisation

Date contacted

Phone / email

Who did I speak to?

Reference / case number

What did they tell me?

What do I need to do next?

Who Can Tell People for Me?

Repeating that somebody has died over and over again can be exhausting. If there are people you trust, give some of the telling to them.

Person helping me	They can contact

About this resource: This is a practical prompt based on lived experience, not a definitive legal or administrative notification list. Who needs to be told, how quickly and how they should be notified will depend on individual circumstances. Where an official service or organisation gives you specific instructions, follow those.