Executor’s First-Week Checklist

For a death in England and Wales. You do not have to do it all today.

Today

- ☐ Get the medical certificate showing the cause of death, from the doctor or hospital — date: _____
- ☐ Contact a funeral director, or start arranging the funeral — date: _____
- ☐ Look for the will, and any note of funeral wishes — date: _____
- ☐ Lock up the home, and tell the home insurer that it may be empty — date: _____
- ☐ Arrange care for pets, and for anyone who depended on the person — date: _____
- ☐ Tell close family, friends and the person’s employer — date: _____

Within 5 days

- ☐ Register the death. In England and Wales this must be done within 5 days, and weekends and bank holidays count — date: _____
- ☐ Ask the registrar for the certificate for burial or cremation (the “green form”) and a Tell Us Once reference number — date: _____
- ☐ Order several certified copies of the death certificate. Many organisations ask for an official copy — date: _____

In the first week

- ☐ Use Tell Us Once. It reports the death to many government bodies in one go (HMRC, DWP, DVLA, the Passport Office, the council) — date: _____
- ☐ Use the Death Notification Service to tell member banks, building societies, insurers and others at the same time (free) — date: _____
- ☐ Take gas, electricity and water meter readings and note the date — date: _____
- ☐ Start a log of every call and letter: date, who you spoke to, and what was said — date: _____
- ☐ Only pay from your own pocket if you have to, and keep the receipt. You can normally be repaid from the estate — date: _____

Free help and where to look

Official and free. Contact details can change, so check the website.

Cruse Bereavement Support
Free support for anyone who is grieving
0808 808 1677 · cruse.org.uk

Samaritans
Free listening support, any time
116 123 (free, 24 hours)

MoneyHelper
Free, impartial help with money and pensions after a death
0800 011 3797 (Mon–Fri, 9am–5pm) · moneyhelper.org.uk

GOV.UK: After a death
Official step-by-step guidance
gov.uk/after-a-death

GOV.UK: Applying for probate
When you need probate, and how to apply
gov.uk/applying-for-probate

Citizens Advice
Free advice on debts, benefits and your rights
citizensadvice.org.uk

Tell Us Once
Reports a death to many government bodies (England, Scotland and Wales)
Ask the registrar for your reference number

Death Notification Service
Free. Tells member banks, insurers and others at once. Not a government service
deathnotificationservice.co.uk

Deceased Preference Service
Helps stop unwanted post for someone who has died
deceasedpreferenceservice.co.uk

The full workbook
This checklist is from Just in Case: When You're the Executor, a calm, plain-English probate organiser and estate workbook for England and Wales. General guidance only, not legal, tax or financial advice.