



DOOTSON & HARRISON

FUNERAL SERVICES



UNION ARMS

Wakes & Funeral Receptions



If you're looking for a venue for a wake or funeral reception, the Union Arms can provide catering and a sympathetic space for small or large groups. Sharon and her team will take care of all your needs and make sure that there's nothing to worry about on the day.

83 CASTLE STREET, MANCHESTER M29 8EW



T: 01942 870645



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- ✓ Protection against rising funeral costs
- ✓ Personal service and support from a trusted local funeral director

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range of tailor-made
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Your funeral director

Karen and John have over 20 years of experience working within the funeral industry. We can help, care and support you all the way through the funeral arrangements to the day of the funeral and welcome you to keep in touch with us afterwards.

Karen has worked throughout the areas of Leigh, Atherton, Tyldesley, Astley, Little Hulton to the far side of Greater Manchester. John has spent the majority of his funeral career within Greater Manchester and surrounding areas.

For us, it's the personal touches that are the most important, for you to feel comfortable in our funeral home and for us without question to have the utmost care and respect towards your loved one in our care.

We can advise on all matters relating to the funeral, but ultimately it's what you as family/friends choose in respect of flowers, music etc will be honoured in memory of your loved one.



Karen Dootson & John Harrison



We're here to help

240 Elliot Street, Tyldesley,
Manchester, M29 8DS

T: 01942 883643:

E: info@dootsonandharrison.co.uk

W: www.dootsonandharrison.co.uk





DOOTSON & HARRISON
FUNERAL SERVICES

What to do when somebody passes away

We are here for you through this difficult time, providing you with guidance and support to create a meaningful service. We are here to assist you through each and every step of the way.

You will find some practical information on these pages which may help you answer any questions you have. However, if you have any further questions then please do not hesitate to contact us.



IMPORTANT INITIAL STEPS

As soon as possible and within the first 5 days you must do the following:

- Notify the deceased's GP
- Register the death within the sub district of where the deceased passed away and obtain official copies of the death certificate. You will need sufficient copies to send to various authorities
- Find their Will if they left one
- Start making funeral arrangements with the Funeral Director

OTHER PEOPLE AND ORGANISATIONS TO CONTACT

Social / Personal Contacts:

- Relatives and Friends
- Clubs
- Church
- Employer
- Any Agency Providing Home Care
- Solicitor
- Dentist
- School/College
- Television Subscriptions
- Broadband Provider

What to do when somebody passes away



DOOTSON & HARRISON
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'TELL US ONCE'

The 'Tell Us Once' is a service that lets you report a death to most government organisations in one go. When you register the death, the registrar will let you know if the service is available in your area.

Before you use this service, you will need the following details of the deceased.

- Date of birth
- National Insurance number
- Driving licence number (if applicable)
- Vehicle registration number (if applicable)
- Passport number (if applicable)

You'll also need:

- Details of any benefits or entitlements they were receiving, for example, State Pension
- Details of any local council services they were getting, for example, Blue Badge
- The name and address of their next of kin
- The name and address of any surviving spouse or civil partner
- The name, address and contact details of the person or company dealing with their estate (property, belongings and money)
- Details of any public sector or armed forces pension schemes they were getting or paying in to

USING A LEGAL REPRESENTATIVE

If a Will was made, the executor(s) can instruct a Legal Professional, such as an Estate Planning Specialist to apply for probate and if needed to administer the estate. Without a Will an appointed representative, (often a relative) can also appoint a Legal Professional and in both cases the legal costs can be paid for by the estate.

These legal costs are a legitimate expense and any executor or administrator are able to do this. As property values increase, it is important to claim all of the available allowances so that Inheritance Tax is minimised. The addition of the Residence Nil Rate band in April 2017 has added another level of complexity to administering an estate. Legal specialists are used to dealing with deceased estates and have relevant knowledge of the law and the tax implications.

WHAT INFORMATION WILL THE LEGAL REPRESENTATIVE NEED?

You will need to take them:

- Death certificate and copies
- Financial information including, savings, assets, investments and debts
- Any recent household bills
- Title deeds to property or mortgage information
- Will or, if no Will, a family tree
- Birth certificate
- Marriage certificate
- National insurance number

USEFUL CONTACT INFORMATION

WIGAN REGISTER OFFICE

Wigan Life Centre, The Wiend,
Wigan, WN1 1NH T: 01942 489003

LEIGH REGISTER OFFICE

Leigh Library, Turnpike Centre, Civil Square,
Leigh, WN7 1EB T: 01942 489003

BOLTON REGISTER OFFICE

The Albert Halls, Victoria Square, BL1 1RU
Tel: 01204 331185

SALFORD REGISTER OFFICE

(COVERING SWINTON)

Town Hall Chorley Road, Manchester,
M27 5DA Tel: 0161 909 6501

CORONERS SERVICE

The coroners service which covers the district of Wigan and Leigh is based in Bolton. They deal with inquests and post-mortems.

If you need to contact coroners service please call 01204 338799.



PERSONAL INFORMATION

First Name:

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Middle Names:

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Last Name:

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Date of Birth:

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OTHER CONTENT/INSTRUCTIONS

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POEMS, PRAYERS, HYMNS

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MUSIC

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FLORAL AND COFFIN WISHES

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INFORMATION FOR EULOGY

(Bits about my life)

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Probate Valuations & Sales

Dean, Chelsea and the team have the experience to guide and assist you with sensitivity, discretion & care. They respect & appreciate the needs of your family at this difficult time.



245 Elliott Street, Tyldesley, M29 8DG / 01942 889080
sales@highamea.co.uk / www.highamea.co.uk



Peace of mind for you and your family

Jayne works closely with Dootson & Harrison to ensure that all of their families receive the best possible care after the death of a loved one, so if you need help and advice we are on hand to provide this.



SYRUS WILLS
— UK Ltd —

www.syruswills.co.uk

Following a bereavement, handling a loved one's affairs can often feel overwhelming, and as **Estate Planning Specialists** we are here to provide you with advice and assistance on what to do following a death. We provide a bespoke **Probate Service**, always ensuring that each and every client is treated with the care and compassion they need to reduce the burden of administering the estate at a challenging time.

In addition, we offer services in the following areas:

- Wills
- Trusts and Property Protection
- Lasting Powers of Attorney
- Inheritance Tax Mitigation
- Succession Planning
- Business Protection Planning
- Secure Document Storage



JAYNE DUDDY



Appointments can be made from Monday to Friday at our office in Tyldesley, alternatively home visits are available upon request.

192 Elliott St, Tyldesley, Manchester M29 8DS | 01942 795795 | 07876705666 | Jayne@syruswills.co.uk



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