



Department of Social Security
HM Government of Gibraltar

Claim No.
Stamp and date of receipt

Claim form for Monies Due

1. The Claim for monies due should be submitted within six months of the date of the deceased's death, as any delays may result in loss of payment.
2. If there are more than one next of kin Part 3 should be completed and signed by all the other next of kin.
3. This form, when completed, must be returned without delay, to the Department of Social Security, unit 79/80 Harbours Walk , New Harbours, Gibraltar.

Part 1 : Particulars of person claiming monies due

Full name

Maiden name (if applicable)

Address

E-mail address

Daytime phone number / Mobile

Part 1 : Particulars of person claiming monies due (continued)

Date of birth

Nationality

Tax reference number

ID card number

Part 2 : Particulars of deceased person

Full name

Maiden name (if applicable)

Date of birth

Last Known Address

Tax reference number

ID card number

Date of death

Type of Benefit the deceased person was in receipt of

Part 3 : Particulars of other Next of Kin

Please note that if there are more than one next of kin (e.g. brothers and sisters) this section must be completed and signed by them, thereby authorising the person named in Part 1 to collect the payment.

Full Names	Relationship	Signature

Part 4 : Bank details

1. Bank account or building society account of claimant

Please provide details of the financial institution where you want your benefit payment to be made. You will find the account details on the chequebook, passbook or on the bank statements. If you do not have a bank account or building society account and you wish to have the benefit payment paid into someone else's bank account please go to **section 2** below.

Full name of bank or building society

Name of the account holder (The account must be in your name or held jointly)

Sort code

 - -

Account number

More information if it is a building society account

If you are using a building society account you may need to tell us a roll or reference number. This may be made up of letter and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

Building society
account number

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Part 4 : Bank details (continued)

2. Bank details of third party

Bank account or building society account in which you have authorised payment of benefit to be made.

Please note that your benefit payment can be paid into someone else's account (third party). The account holder should be someone that you trust, usually a relative or close friend.

Please provide details of the third party account holder.

Full name of bank or
building society

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Name of the account
holder

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Sort code

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Account number

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More information if it is a building society account

If you are using a building society account you may need to tell us a roll or reference number. This may be made up of letter and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

Building society
account number

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Part 5 : Other information

Use this space to tell us anything else you think we might need to know.

You can continue on a separate piece of paper if you need to.

If you continue on a separate piece of paper, make sure you;

- Write your full name, address and ID card number on it and attach it to this claim form; and
- Sign and date it.

Part 6 : Declaration

I declare that all the statements on this form are true to the best of my knowledge and belief.

I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.

Signature

Date

How we collect and use information

The Department of Social Security collects information for the purposes of dealing with social security benefits and other non-contributory benefits. The information we collect about you depends on the reason for your business with us, but we may use the information for any of these purposes.

We may check information about you with other information we have. We may get information about you from other people and certain other organisations. We may give information to certain other organisations, as the law allows, to:

- check the accuracy of information;
- prevent or detect crime;
- protect public funds in other ways; and
- use in research or statistics.

These other organisations include other government departments, local authorities, and private sector bodies such as banks and organisations that may lend you money. We will not give information about you to anyone outside our department unless the law allows us to.

The Department of Social Security is the data controller for the purposes of the Data Protection Act.