

DWP Notification Guide

Estate of David Pemberton · Executor: Andrew Pemberton ·
Tell Us Once and DWP bereavement notification

B-12 · BEREAVEMENT

"Grief can wait. Some administration cannot."

**ESTATE ADMINISTRATION SERIES ·
GOVERNMENT NOTIFICATIONS**

PREPARED FOR

Andrew Pemberton — Executor

47 Whitehall Road, Leeds LS12 4HR · Estate of David
Pemberton, deceased 22 May 2026 ·

Ref: DWP-AP-001-11062026

Tell Us Once — what it does and what it does not cover

1

Tell Us Once · Ref: TUO-LDS-2026-44829

Tell Us Once is the government's single-notification service, allowing the death of David Pemberton to be reported to multiple government departments in a single transaction. It does not replace direct notification to DWP where State Pension and benefit payments are involved — those must also be reported directly.

The Tell Us Once reference for this estate is **TUO-LDS-2026-44829**, issued by the Leeds Register Office at the time of death registration. This reference should be quoted in all subsequent correspondence with government departments.

What Tell Us Once notifies automatically

When the executor uses Tell Us Once (gov.uk/tell-us-once), it automatically notifies: HMRC (income tax and Self Assessment); DWP (State Pension, Pension Credit, and most working-age benefits); DVLA (driving licence cancellation); the UK Passport Office (passport cancellation); the local council (council tax and housing

benefit); Veterans UK (if applicable); and the Identity and Passport Service. The service is available online, or by phone on the number the registrar gives you.

What Tell Us Once does NOT cover

Tell Us Once does not automatically cancel or investigate the overpayment of State Pension payments made after the date of death. It does not handle private pension schemes (L&G — addressed in the Beneficiary Reconciliation Certificate). It does not notify financial institutions, subscription providers, or utility companies. It does not handle HMRC matters beyond basic income tax notification — estate IHT returns, capital gains, and trust registration must be handled separately. Pension Credit direct notifications to DWP are not always captured by Tell Us Once and should be confirmed separately.

Urgency:

DWP State Pension and Pension Credit payments are made 4-weekly or 13-weekly in advance, or in arrears, depending on the payment type. Any payments made after the date of death of David Pemberton (22 May 2026) are overpayments and must be repaid to DWP. The longer notification is delayed, the larger the overpayment — and consequently the recovery demand — will be. Notify DWP immediately.

State Pension overpayment — estimated liability 2

David Pemberton was in receipt of the new State Pension at the full rate of **£241.30** per week (2026/27 rate). The date of death was 22 May 2026. Pension payments made after the date of death are overpayments and will be recoverable by DWP from the estate.

ESTIMATED STATE PENSION OVERPAYMENT CALCULATION

State Pension rate (2026/27 full new State Pension)	£241.30/wk
---	-------------------

Date of death	22 May 2026
---------------	--------------------

Estimated date of last pension payment (4-weekly cycle)	~30 September 2026
---	---------------------------

Estimated overpayment period	~10 days
------------------------------	-----------------

Daily pension rate (£241.30 ÷ 7)	£34.47/day
--	-------------------

Estimated overpayment (10 days × £34.47)	~£345
---	--------------

This is an estimate only. The actual overpayment will be confirmed by DWP following notification. The figure depends on the exact payment dates in DWP's records, whether the payment was made in advance or in arrears, and the payment cycle applicable to this pensioner. DWP will issue a formal recovery demand.

How DWP calculates the overpayment

State Pension is paid either 4-weekly or 13-weekly depending on the pensioner's payment schedule, and may be paid in advance or in arrears. Where pension payments were made in advance for a period that extends beyond the date of death, the entire advance payment for post-death days is recoverable. DWP will confirm the exact amount in their recovery notice.

The estate should not repay any sum to DWP without first receiving a formal written demand confirming the exact amount. DWP cannot compel the estate to repay more than the actual overpayment calculated from their payment records.

Pension Credit — separate direct notification required

If David Pemberton was also in receipt of Pension Credit (Guarantee Credit or Savings Credit), this must be notified to DWP separately. Pension Credit is administered by a different DWP team than State Pension. Call the DWP Bereavement Service: 0800 151 2012. Tell Us Once may

not automatically terminate Pension Credit — confirm directly with DWP that the Pension Credit claim has been ceased.

If Pension Credit was in payment: the same overpayment recovery principle applies. Any Pension Credit paid after the date of death is recoverable. The executor should ask DWP to confirm whether Pension Credit was in payment and whether any overpayment liability arises.

DWP notification checklist

3

Complete every row of this checklist. Do not assume Tell Us Once has covered a notification until you have independently confirmed it. Where a cell is left blank — including an "O/P due" amount that depends on verifying eligibility — write in the confirmed figure once you have it, or "none".

DEPARTMENT / BENEFIT	NOTIFICATION METHOD	CONTACT / REFERENCE	DATE NOTIFIED	CONFIRMATION REF.	DONE	O/P DUE
Tell Us Once Online or phone	Online at gov.uk/ tell-us-once, or by phone on the number the registrar gives you	TUO- LDS-2026-44829			☐	—

DEPARTMENT / BENEFIT	NOTIFICATION METHOD	CONTACT / REFERENCE	DATE NOTIFIED	CONFIRMATION REF.	DONE	O/P DUE
DWP — State Pension Direct notification	Call 0800 151 2012 · Confirm pension cease date	Pensioner NINO: confirm from P60 or DWP correspondence			☐	~£345
DWP — Pension Credit If in receipt — verify	Call 0800 151 2012 · Confirm if in payment	Confirm from DWP letters or annual statement			☐	
HMRC — Income Tax Final year return	Tell Us Once or call HMRC 0300 322 9620	NINO / UTR (if self-assessed)			☐	—
HMRC — Self Assessment If SA taxpayer	Call HMRC 0300 200 3310 · File final return if applicable	UTR number — check previous SA returns or HMRC letters			☐	

DEPARTMENT / BENEFIT	NOTIFICATION METHOD	CONTACT / REFERENCE	DATE NOTIFIED	CONFIRMATION REF.	DONE	O/P DUE
DVLA Driving licence	Tell Us Once or post to DVLA, Swansea SA99 1AB	Send the licence with a letter — no form and no death certificate			☐	—
HM Passport Office Passport cancellation	Tell Us Once or post passport to HMPO, Newport NP20 4YP	Passport number — from passport document			☐	—
Leeds City Council Council tax exemption	Online at leeds.gov.uk or 0113 222 4404	Council tax account number — from bill			☐	—
Electoral Register Leeds City Council	Contact Leeds City Council electoral services	0113 222 4444			☐	—

Formal bereavement letter — DWP State Pension 4

Send this letter (adapted as needed) to the DWP Bereavement Service by recorded delivery. Keep a copy. DWP will respond in writing with a recovery demand for any overpayment.

TEMPLATE LETTER — DWP STATE PENSION BEREAVEMENT NOTIFICATION

Andrew Pemberton
47 Whitehall Road
Leeds LS12 4HR
Tel: [your telephone number]
Email: [your email]
[Date]

DWP Bereavement Service
The Pension Service
Post Handling Site B
Wolverhampton
WV99 1LU

Dear Bereavement Team,

Re: Notification of death — David John Pemberton —
NINO: [insert National Insurance number] — Tell Us
Once reference: TUO-LDS-2026-44829

I am writing to notify the Department for Work and Pensions of the death of **David John Pemberton**, who died on **22 May 2026** at Leeds. I am the executor of his estate, appointed under his last will and testament dated [date of will]. I enclose a certified copy of the **death certificate** for your records.

Mr Pemberton was in receipt of the new State Pension at the full rate. I understand that any pension payments made after the date of death of 22 May 2026 constitute an overpayment and are recoverable from the estate. I am writing to notify you promptly of the death and to request that all pension payments be ceased with immediate effect. I would be grateful if you could confirm:

- The exact date on which State Pension payments to Mr Pemberton will cease;
- The amount of any overpayment made after 22 May 2026;
- The method and timeline for DWP's recovery of any overpayment from the estate; and

- Whether Mr Pemberton was also in receipt of Pension Credit or any other DWP benefit, and if so, the overpayment position in respect of those payments.

I also confirm that I have used the Tell Us Once service (reference TUO-LDS-2026-44829) to notify government departments of Mr Pemberton's death. I understand this may have already triggered some notifications within DWP, but I am writing directly to ensure the State Pension notification has been processed and to formally request confirmation of the overpayment position.

The estate correspondence address is: Andrew Pemberton, 47 Whitehall Road, Leeds LS12 4HR. Please direct all further correspondence to me as executor at this address.

Yours faithfully,

Andrew Pemberton

Executor — Estate of David Pemberton

Estate reference: DWP-AP-001-11062026

Responding to a DWP overpayment demand

5

When DWP issues a recovery demand for overpaid State Pension, the executor must verify the amount before paying. This section explains the process for checking, querying, and repaying a DWP overpayment demand.

1 Receive and record the demand

DWP will send a written recovery notice to the executor's correspondence address. Record the demand amount, the reference number, the payment deadline (usually **30 days**), and the bank details provided for repayment. Do not pay immediately — verify first.

2 Verify the calculation

Check the demand against the estimated overpayment in this guide (approximately **£345**, calculated as **10 days** × **£34.47/day**). If the DWP demand significantly exceeds this figure, request a detailed breakdown from DWP showing: the exact payment dates; the amounts paid;

and the basis for calculating the post-death payment period. DWP's calculation should be based on their payment records and the death date of 22 May 2026.

3 Check whether the bank account has already returned funds

When the Barclays account was frozen, any State Pension payment credited to the account after the date of death may have been automatically returned to DWP by Barclays when they identified the account holder as deceased. If this is the case, DWP may already have received part or all of the overpayment. Confirm with Barclays before repaying DWP directly to avoid double payment.

4 Query any incorrect demand in writing

If the demand appears incorrect — either because the amount is wrong or because Barclays has already returned funds — write to DWP **within 14 days** of receiving the demand, quoting the reference number and explaining the basis of the dispute. Request a revised demand or confirmation of the amount received from Barclays. DWP's Debt Management team handles disputes: 0800 916 0647.

5 Repay the verified amount

Once you have verified the amount, repay DWP using the bank details on the demand notice (typically DWP's Lloyds account, sort code and account number provided on the demand letter). Use the reference number provided on the demand. Pay from the estate account (not from your personal funds). Retain the payment confirmation and attach it to the DWP correspondence in the estate file.

DO NOT USE THE DWP BANK DETAILS ON THE DEMAND LETTER WITHOUT VERIFYING THEM

Fraudulent demands impersonating DWP are known to exist. Before making any payment, verify that the demand letter is genuine: it should be on DWP/Pension Service headed paper, reference the exact name and NINO of the deceased, and provide a DWP-issued reference number. If in any doubt, call DWP's bereavement line on 0800 151 2012 and quote the demand reference number to confirm the amount and bank details independently. Do not call any number printed on the demand letter itself without first verifying it against the DWP official website (gov.uk/contact-pension-service).

12-week DWP and government notification timeline 6

This timeline is a guide to the expected sequence of DWP and HMRC interactions during the first **12 weeks** of estate administration. Actual timescales will vary.

W1

Week 1 (by 5 June 2026): Use Tell Us Once. Call DWP bereavement team directly to notify State Pension and confirm Pension Credit status. Send formal bereavement letter by recorded delivery to DWP Pension Service. Register death with HMRC via Tell Us Once.

W2

Week 2 (by 12 June 2026): Receive DWP acknowledgement. Check Barclays account for any pension payments credited after 22 May 2026 — confirm with Barclays whether these have been returned to DWP. Begin HMRC income tax finalisation process.

W3-4

Weeks 3–4: Receive DWP recovery demand for State Pension overpayment. Verify the amount against DWP's calculation. Query if incorrect. DVLA confirms driving licence cancellation. Passport Office confirms passport cancellation.

W5-6

Weeks 5–6: Pay verified DWP overpayment from estate account. Obtain and retain payment confirmation. HMRC issues final income tax calculation for the year ended 5 April 2026 (P800 or similar). If Self Assessment taxpayer, confirm with HMRC whether a final return is required.

W7-8

Weeks 7–8: Receive confirmation from HMRC that income tax affairs are settled for the year of death. Begin IHT preparation with solicitor — collect formal valuations. Leeds City Council confirms council tax exemption for 22 Kirkstall Lane.

W9-12

Weeks 9–12: Probate application submitted (if all valuations and IHT assessments are in order). **Grant of probate** typically takes **8–12 weeks** from submission. Maintain all DWP and HMRC correspondence in estate file for minimum **12 years**.

Government agency reference table

7

Quick reference for all government contacts relevant to this estate. Keep these pages accessible throughout the estate administration period.

AGENCY / SERVICE	PHONE	ADDRESS / ONLINE	WHAT TO SAY / REQUEST
DWP — Bereavement / State Pension	0800 151 2012 (freephone, 8am–6pm Mon–Fri)	Pension Service, Post Handling Site B, Wolverhampton WV99 1LU	Notify death; request State Pension and Pension Credit cessation; request overpayment calculation; use TUO ref TUO-LDS-2026-44829

AGENCY / SERVICE	PHONE	ADDRESS / ONLINE	WHAT TO SAY / REQUEST
DWP — Debt Management	0800 916 0647	gov.uk/contact-pension-service	Query overpayment demand; arrange repayment; dispute incorrect calculation
HMRC — Bereavement / Income Tax	0300 322 9620 (Mon–Fri 8am–6pm)	HM Revenue & Customs, Pay As You Earn, PO Box 1970, Liverpool L75 1WX	Notify death; request final income tax calculation; confirm whether P800 or self-assessment return required; report date of death
HMRC — Self Assessment	0300 200 3310	gov.uk/ self-assessment-tax-returns	Confirm if Self Assessment return required for year of death; file final return if applicable
HMRC — IHT / Probate	0300 123 1072	Inheritance Tax, HMRC, BX9 1HT	IHT return queries; request IHT clearance certificate; payment of IHT due

AGENCY / SERVICE	PHONE	ADDRESS / ONLINE	WHAT TO SAY / REQUEST
Probate Registry	0300 303 0648	HMCTS Probate, PO Box 12625, Harlow CM20 9QE · gov.uk/ applying-for-probate	Probate application; track application; fee queries; death certificate requirements
DVLA — Bereavement	0300 083 0090	Licence: DVLA, Swansea SA99 1AB · Log book: Sensitive Casework Team, DVLA, Swansea SA99 1ZZ	Return driving licence; send the V5C log book with a letter to the Sensitive Casework Team, whether keeping or selling
Leeds City Council	0113 222 4404	leeds.gov.uk/counciltax	Notify death; apply for Class F council tax exemption on 22 Kirkstall Lane
Tell Us Once	0800 151 2012	gov.uk/tell-us-once	Use TUO reference TUO-LDS-2026-44829 to notify all government departments in one transaction

Final checklist

8

Complete all items on this checklist and sign below. Retain these pages in the estate file as evidence of the executor's due diligence on government notifications.

- ☐ Tell Us Once completed using reference TUO-LDS-2026-44829
- ☐ DWP bereavement team called (0800 151 2012) — State Pension cessation confirmed
- ☐ DWP Pension Credit status confirmed — either not in receipt, or Pension Credit cessation also confirmed
- ☐ Formal bereavement letter sent to DWP Pension Service by recorded delivery — copy retained
- ☐ Barclays checked for any post-death pension credits — Barclays confirmed whether these were returned to DWP
- ☐ DWP overpayment demand received, verified against calculation in this guide
- ☐ DWP overpayment repaid from estate account — payment confirmation retained
- ☐ HMRC income tax notified — final tax year calculation requested

- ☐ HMRC Self Assessment: confirmed whether a final self-assessment return is required for the year of death
- ☐ DVLA notified — driving licence returned or cancellation confirmed
- ☐ Passport Office notified — passport cancelled or returned
- ☐ Leeds City Council notified — Class F council tax exemption applied for 22 Kirkstall Lane

Valoren prepares the executor's own documents — this guide is free reference

This DWP Notification Guide is free reference from Valoren's estate administration series. For the estate itself, Valoren prepares the executor's own documents from what the executor tells us — from the first notifications to the estate's own Asset & Liability Register.

Available at valoren.uk. The Executor's Register **£29**.
Executor's First Hour **£179**.

POWERED BY VALOREN

DWP Notification Guide prepared 11 June 2026. Estate of David Pemberton, deceased 22 May 2026. Executor: Andrew Pemberton.
Tell Us Once ref: TUO-LDS-2026-44829.
Ref: DWP-AP-001-11062026.

This document is a structured record only. It does not constitute legal or benefits advice. England and Wales law. Valoren / Standard Index Group — in formation.

Standard Index Group — in formation · England & Wales

