

War Widow's / War Widower's Pension / Funeral Expenses Claim Form

General Information

This is for make your first claim for a War Widow's Widower's Pension / Funeral expenses and should be used if your husband's, wife's or civil partner's death was caused by or hastened by:

- service in HM Forces; **or**
- a war injury in the Merchant Navy; **or**
- a war injury as a civilian in the 1939 to 1945 war; **or**
- a war injury as a civil defence volunteer in the 1939 to 1945 war; **or**
- service in the Polish Forces under British Command during the 1939 to 1945 war; **or**
- service in the Polish Resettlement Corps.

You can also use this form if:

- your husband, wife or civil partner was getting or could have got War Pensioner's Constant Attendance Allowance; **or**
- your husband, wife or civil partner was getting a War Disablement Pension at the 80% or higher rate and was also getting War Pensioner's Unemployability Supplement

We cannot pay you a War Widow's/ War Widower's Pension if:

- You were awarded a divorce decree absolute from your husband or wife before they died; **or**
- You were awarded a dissolution of your civil partnership before your civil partner died.

If you need help completing this form our Veterans Welfare Service can help. Please see our contact details on page 18.

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|------------------------------|---|---|
| For official use only | | |
| Control Index Checked | | |
| Initials | | |
| Date | / | / |

This form must be returned to us within three months of the date it was issued. If you delay, it may affect your claim and you could lose money.

How the Ministry of Defence collects and uses information

Service Personnel and Veterans Agency (SPVA), as part of the Ministry of Defence (MoD), collects information for war pension purposes. The information we collect about you will depend on the nature of your business with us. We may check information provided, or that which has been provided by someone else, against information we have. We do this, as allowed by law to:

- check the facts held;
- prevent or detect crime;
- protect public funds in other ways.

The organisations we exchange information with include other government departments and local authorities.

We will not disclose information about you to anyone outside SPVA unless the law permits us to.

The MoD is the Data Controller for the purposes of the Data Protection Act. If you want to know more about the information, please write to us quoting your National Insurance number.

Claim Form

Part 1 – About you

Please tell us your:

1. National Insurance (NI) number (You can find the number on your National Insurance (NI) number card, letters about other benefits or payslips)

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2. Surname or family name

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| Mr / Mrs / Miss / Ms / Dr / Rev |
|---------------------------------|

3. All other names in full

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4. All other surnames or family names you have been known by. Please include maiden name, all former married names and all changes of family name. Please list them in date order, the most recent first).

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5. Address

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| Postcode |

6. Date of birth

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Please send us your original birth certificate. We will return it to you.

7. Daytime phone number (home / work / mobile / fax)

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| Code | Number |
|------|--------|

8. Your email address (if appropriate)

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Part 1 – About you continued

9. The date of your marriage to your late husband or wife

Please send us your original marriage certificate

or

The date of your civil partnership registration

Please send us your original civil partnership registration certificate

10. Were you divorced from your late husband or wife?

No

or

Were you awarded a dissolution of the civil partnership?

Yes

If divorced, was your divorce

Nisi?

Absolute?

11. Were you living with your husband, wife, or civil partner at the time of their death.

No

On what date were you separated

Yes

12. Are you:

Living alone?

Remarried?

Civil partner to another person?

Living with partner as husband and wife?

Living with a partner as if you were civil partners?

For widows only

13. Are you expecting your late husband's baby?

No

Yes

Please send us your maternity certificate.

14. Are you aged under 40 and unable to look after yourself due to a long-term illness?

No

Yes

Please send us your sick note if you have one.

Part 2 – About Funeral Expenses

We can help you with the cost of funerals up to a maximum of £1400.

15. Do you want to claim help with funeral expenses? (A claim can only be considered if it is made within 3 months of the date of the funeral).

No

Go to part 3

Yes

16. Have you made a claim to the Social Fund for the funeral?

No

Yes

17. Are you paying for the funeral?

No

Go to question 18

Yes

Go to question 20

18. Who is paying for the funeral? Name

Address

Postcode

19. What is their relationship to you?

20. Do you know the date of the funeral?

No

Yes

Please tell us the date

Part 3 – About your late husband, wife or civil partner

21. Surname or Family name

22. All other names in full

23. All other surnames or family names they have been known by. (Please include maiden name, all other married names and all changes of family name, if appropriate. Please list them in date order, the most recent first).

24. Date of birth

25. Date of death

Please send us the original death certificate, which must show the cause of death. We will return it to you.

26. Their National Insurance (NI) number (if known)

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27. Their last address

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| Postcode |

28. Were they getting a war pension from us at the time of their death?

No **Go to question 29.**

Yes
Please tell us their reference number

You will find their reference number at the top of any letters or forms we sent them.
Go to question 46.

Part 3 – About your late husband, wife, or civil partner continued

29. Did they ever receive a war pension from us in the past?

No

Go to question 30.

Yes

Please tell us their reference number

You will find their reference number at the top of any letters or forms we sent them.

Go to question 46.

Part 4 – About your late husband's, wife's or civil partner's service

30. Did they ever serve in HM Forces or the Home Guard?

No

Go to question 39

Yes

31. Which force did they serve in?

Please tell us

32. Their service number

33. Their dates of service

| Enlistment | |
|------------|---|
| / | / |

| Discharge | |
|-----------|---|
| / | / |

34. Their regiment, corps, battalion or ship on discharge

35. Their rank held on discharge

36. Their reason for leaving and Queen's Regulations Discharge paragraph (if known). Reason could be normal 'demob', end of National Service, completion of engagement or Medical Discharge

37. If they were medically discharged, please state their discharge condition(s).

Part 4 – About your late husband’s, wife’s or civil partner’s service continued

| | From | To |
|---|----------------------------------|----------------------------------|
| 44. When were they a Prisoner of War or Internee? | <input type="text" value="/ /"/> | <input type="text" value="/ /"/> |
| | <input type="text" value="/ /"/> | <input type="text" value="/ /"/> |

45. Please tell us the names of the camps and the countries where they were held (if known)

46. Please tell us why you think their death was caused by or hastened by their service.

Part 5 – Medical Details

47. Did they have any hospital treatment before their death?

No

Go to question 48

Yes

Please tell us about this

(Please be as precise as you can. If you know the approximate date such as 'Summer 1943' or 'March 1976' please show this information but if you cannot remember either the date or the address at all, please state 'not known'.)

Details of their hospital record number etc. will be on their hospital appointment card. If they had treatment at more than two hospitals, please tell us about this on a separate sheet of paper. Make sure you put your full name and National Insurance number on it.

Hospital 1

Name of doctor or consultant

Hospital name and address

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| Postcode |

Hospital record number

Please tell us the type of treatment they had

In-patient

Out-patient

Both

Treatment dates

Start

End

Hospital 2

Name of doctor or consultant

Hospital name and address

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| Postcode |

Hospital record number

Please tell us the type of treatment they had

In-patient

Out-patient

Both

Treatment dates

Start

End

Part 8 – Payment directly into an account

We normally make payment direct into an account

You can use a bank, building society or other account provider. Many banks and building societies will let you collect cash at the post office.

How we will pay you

If you were the husband, wife or civil partner of an officer, we can pay your War Widows / Widows Pension every month or every quarter **in arrears**. If you were not an officer we can pay your pension every 4 weeks (3 weeks in arrears, 1 week in advance), every 13 weeks (12 weeks in arrears, 1 week in advance) or every week. For payments overseas, all periods are paid in arrears.

We will tell you when the first payment will be made and how much it is for. Each payments, after the first one, should be for the same amount unless there is a change in your circumstances. We will tell you whenever we know there is going to be a change in the amount we pay into your account.

Finding out how much is paid into your account

You can check your payments on your accounts statements. The statements may show you National Insurance (NI) number next to payments that are from us. If you think your payment is wrong, get in touch with us straight away.

If not enough money is paid into your account

If we do not pay enough money into the account, we will make another payment or add the money we owe you onto your next payment. We will contact you to tell you what we are going to do.

If we pay you too much money

We have the right to recover any money paid to you which you are not entitled to. This may be because of the way the direct payment system works. For example, you may give us information which means you are entitled to less money but we may not be able to change the amount we have already sent out. If this happens, we will contact you before we recover any money.

What to do now

- **Tell us about the account you want to use. By giving your account details you are agreeing to be paid by Direct Payment and understand the information on this page about being overpaid.**
- **If you do not yet have an account but intend to open one, please give us your account details as soon as you have them, in the meantime return the completed form to us.**
- **If you do not have an account, please contact us and we will give you more information.**

Part 8a About the account you want to use.

Please tell us your account details below. It is very important you complete ALL boxes correctly including the building society roll or reference number if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.

You can find the account details on the cheque book, passbook or statements. If you are not sure about the details, ask the bank, building society or other account provider.

You can use

- An account in your name
- A joint account, or
- Someone else's account, subject to the terms and conditions of the account and as long as you have the other person's permission and authorise them to use the money in the way you tell them.
- If you are an Appointee or a legal representative acting on behalf of the customer, the account should be in your name only.
- To be paid into a credit union account you must provide the credit union's account details. Your credit union will be able to help you with this.

Name of the account holder

Please write the name of the account holder exactly as it is shown on the cheque book or statement.

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Full name of bank, building society or other account provider

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Sort code

Please tell us all six number **for example, 12-34-56**

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Account number

Most account numbers are 8 numbers long. If your account has fewer than 10 numbers, please fill in the numbers from the left

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If you are using a building society account you may need to tell us the roll or reference number. This may be made up of letters 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 roll or reference number

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Part 8a – About the account you want to use continued

Please complete the following if you want to use an overseas bank account

Your overseas bank sort code could contain letters or numbers in some cases **up to** 10 characters long. Please print it here e.g. 12345678AB

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Your overseas bank account could contain letters or numbers in some cases up to 18 characters long. Please print it here.

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Part 8b – How often can I be paid?

Please tick one box only:

Every month

Every 4 weeks

Every quarter

Every 13 weeks

Weekly

Please note payment details are outlined on page 13 and 14 of this form. For payments overseas, all periods are paid in arrears.

Part 9 – Declaration

In understand that

- the information I provide will be used to process my claim
- the Ministry of Defence may obtain and check information about this claim form a number of different sources and I agree that those sources may give and receive any information needed so that this claim can be dealt with.

I also understand that the Ministry of Defence will give me a list of those sources if I ask them to do so, and that the information which it gets may be used for other purposes, but will only be given to other people as permitted by law.

I agree that

- the Ministry of Defence
- any doctor advising the Ministry
- any organisation which is contracted to provide medical services to the Ministry, or
- any doctor providing services to that organisation

may ask

- any doctor who has treated my late husband, wife or civil partner
- any hospital or similar place where they received treatment
- anyone else who gave them treatment (such as a physiotherapist)

for any information which is needed to deal with this claim for a War Widow's / War Widower's Pension / Funeral Expenses and any request for reconsideration, or other subsequent review, and that such information may be given to that doctor or organisation or to the Ministry.

I understand that the Ministry may use the information which it has now or may get in the future to decide whether I am entitled to the War Widow's / War Widower's Pension / Funeral Expenses I am claiming, any other war pension I have claimed, or I may claim in the future.

I declare that the information I have given on this form is correct and complete as far as I know and believe

I understand that I must promptly tell Service Personnel and Veterans Agency of anything that may affect my entitlement to, or the amount of War Widow's / War Widower's Pension / Funeral Expenses paid.

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

This is my claim for War Widow's / War Widower's Pension / Funeral Expenses.

Part 9 – Declaration continued

Remember

You must sign this form yourself if you can – even if someone else has filled it in for you. If a representative who acts as Power of Attorney or Appointee for the claimant is signing this form, they must enclose evidence to show that they are the legal representative.

Signature

Date

Part 10 – Checklist

Have you:

- signed the declaration and checked the form carefully?
- Filled in all the parts that apply to you?
- Enclosed your late husband's, wife's or civil partner's original death certificate showing full certified cause of death?
- Enclosed your original birth certificate?
- Enclosed your original marriage certificate or civil partnership registration certificate?
- Enclosed your original maternity certificate, if you are expecting your late husband's baby?
- Enclosed an original birth certificate for any children you are claiming for?
- Enclosed your sick note, if you are under 40 and are unable to look after yourself because you have a long term illness?
- Enclosed a copy of your Power of Attorney / Appointee if you are unable to deal with your own affairs?

Please remember we need to see the original documents, not photocopies.

We will look after any information or documents that you send us. We will take photocopies and send them back to you.

I have enclosed certificates / letters I have **not** enclosed certificates / letters

When we receive your completed WPA0004-WWP we will send you an acknowledgement.

If you are concerned about the process or want any further information please telephone Veterans Helpline on 0800 169 22 77 (UK only). If you live overseas, phone +44 1 253 866043.

Or, you can write to us at:

**Service Personnel and Veterans Agency
Norcross
Thornton-Cleveleys
Lancashire
FY5 3WP
England**

Part 11 – For completion by Veterans Welfare Service or Authorised Agents only

Name of Department or Organisation

Office address stamp

Your reference number

Signature

Date of receipt of claimant's first contact with the Veterans Welfare Service or Authorised about this claim

Date claim form issued

Date completed claim for was received back by the Veterans Welfare Service or Authorised Agent.