

Help using this Veterans UK PDF form

About this form

- **You must download and save this form to your computer before using it**
- You can save data typed into this PDF form if you use the latest version of **Adobe Acrobat Reader**
- To download the latest version of Adobe Acrobat Reader free of charge go to the Adobe website
- This means that you do not have to complete this form in one session

Helpful information for using this form

- Save the form to your computer
- After completion print the form
- Sign the form in black pen
- Post the form using the address given

The form will not save in

- older versions of Adobe Acrobat Reader
- other pdf readers, for example Preview or Foxit on a PC

We have been made aware of issues when using Apple products such as Iphones and I pads to complete this form.

You may be unable to save or re-open it due to updates to Apple products since this form was created.

Work is being undertaken to transform our forms and systems but until this is complete we ask that you find an alternative device, if possible, or print the form and complete it by hand.

Feedback

- We would like your feedback about this form. We will only use comments to improve future versions.
Please do not send this form or any personal information to this email address. It is for feedback comments only
- Please email your comments to: DBS-OPPT@mod.gov.uk

Intentionally left blank



Ministry
of Defence

Veterans UK
Tomlinson House
Norcross
Thornton-Cleveleys
FY5 3WP

Freephone: 0808 1914 218
Overseas: +44 1253 866043

Email: Veterans-UK@mod.gov.uk
Website: www.gov.uk/veterans-uk

Recognition Payment Claim Form

The Recognition Payment is a one-off payment of £87,500 for those who

- forfeited their entitlement to a service attributable survivor's pension and/or a pension in accordance with the rules of the War Pension Scheme prior to 2015 for the death of a member of the UK Armed Forces

and

- have not had that pension restored because they are still in a relationship.

UK Armed Forces refers to regulars and reservists who served in the Army, Navy, or Royal Air Force, as this scheme is aligned to the Armed Forces Covenant.

If your later relationship has ended, you should instead apply for a Restored Widow(er)s Pension.

You cannot get the recognition payment if you are currently receiving any attributable pension. You can only get this payment once.

This recognition payment may affect related benefits from the Department of Work and Pensions (DWP). **It is your responsibility to inform the relevant Benefit Office, local authority or Tax Credit Office if you receive this payment.**

What you need to do

If any of your marriages or civil partnerships, ended in death, divorce, judicial separation, annulment, dissolution or you have a declaration that your husband, wife or civil partner had died please send us any forms or letters that show this.

Please send originals or copies of certificates, we will photocopy them and send them back to you as soon as we can.

Please complete the form, sign and date the declaration and return to the address above.

Help, guidance and support

Our Veterans Welfare Service (VWS) can offer you help. Please see the enclosed factsheet.

How the MOD collects and uses personal information

The Ministry of Defence (MOD) is committed to protecting the privacy and security of your personal data and the MOD Privacy notice explains your rights and provides information that you are entitled to under UK data protection legislation. It is important that you read this notice, together with any other privacy notice that may be provided when we collect or process personal information about you so that you are aware of how and why we are using such information. The MOD Personal information charter contains the standards you can expect when we ask for, hold, or share your personal information and your rights under the law.

If you have access to the internet, you can view the MOD Privacy notice by visiting www.gov.uk and searching for Ministry of Defence Privacy Notice. The MOD Personal information charter can also be viewed on gov.uk by searching for Ministry of Defence Personal information charter.

Alternatively, we will provide you with a copy upon request. You can contact us by telephone; Veterans (UK only) Helpline 0808 1914 218, Overseas +441253 866043 or by emailing; Veterans-UK@mod.gov.uk.

Do not worry if you do not know the exact dates to some of the questions. Just give as near as a date as you can. Please fill in as much as you can as this will help us to decide if you can receive this payment. Please do not worry if you cannot answer all the questions as we will contact you if we need further information.

Part 1 - About you

If you do not tell us all your personal details, we may have to get in touch with you for more information. This will delay your claim.

Please tell us about yourself here

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

If you do not know your NI number have you ever had one or used one at any time?

No

Yes

Surname or Family name

All other names in full

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

Date of birth

Please send us the original or a copy of your birth certificate or valid passport

Address where you live

Postcode

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

Email address (if appropriate)

Surname you had when you were getting an attributable war widows/widowers' pension

Are you married now or have you entered into a civil partnership?

No

Yes

Are you living together as if married or as if civil partners?

No

Yes

Part 1 – About you - continued

When did we pay you an attributable war widows/widowers' pension or an allowance for your children?

Began

Ended

Please tell us your reference number. (You will find this on any forms or letters we sent you about an attributable war widows/widowers' pension).

Please tell us any other personal details which you think we should know about on a separate sheet of paper, for instance other names or previous addresses within the last 3 years. Make sure you put your full name and National Insurance number on the top of the piece of paper.

Part 2 – About your husband, wife or civil partner you got an attributable pension for

National Insurance number

Surname or Family name

All other names in full

All other surnames or family names they had been known by or were using. Please include all changes of family name. Please list in date order, the most recent first.

Date of birth

Last address

Postcode

Date of your marriage or civil partnership registration

Please send us the original or a copy of your marriage or civil partnership registration certificate

Date of their death

Please send us the original or a copy of the death certificate showing cause of death

Place of death

**Part 2 – About your husband, wife or civil partner you got an attributable pension for -
continued**

Please tell us about their death. In particular we need to know the reason why you got an attributable war widows/widowers' pension. What was the incident or condition that caused their death?

**Part 3 – About any service your husband, wife or civil partner had which we
paid you an attributable pension for**

Which service were they in

Royal Navy

Royal Marines

Army

Royal Air Force

Service number

Other names used

Regiment, corps, ship or unit on enlistment

Date of enlistment or entry

Regiment, corps, ship or unit on discharge

Rank or rating on discharge

Date of discharge or retirement

Part 4 – About your current husband, wife, civil partner or partner

Surname

Other names

Date of your marriage or civil partnership registration

Please send us the original or a copy of your marriage or civil partnership registration certificate

Date you started living together

Please send us evidence that you are living together such as a Council Tax bill, joint utility bills or rent/mortgage agreement

Part 5 – About other husbands, wives or civil partners

Tell us below about any other husbands, wives or civil partners you have had from the date you started to receive an attributable service pension.

We need to know:

- the names of your husbands/wives/civil partners **and**
- the dates of your marriages/civil partnerships **and**
- the dates of death, **or**
- the dates of your divorces, **or**
- the dates of your judicial separations, **or**
- the dates of your annulments, **or**
- the dates of dissolution of your civil partnerships, **or**
- the dates when your husbands/wives/civil partners were declared dead by a court.

Part 6 – Payment directly into an account

We will 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.

Finding out how much is paid into your account

You can check your payments on your account's statements. The statements may show your 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 we pay you too much money

We have the right to recover any money paid to you which you are not entitled to. 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 6 – Payment directly into an account - continued

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.

Full name of bank, building society or other account provider

Sort code

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

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

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

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

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

International Bank Account Number (IBAN)

Bank Identifier Code (BIC)

Part 7 – Declaration

I confirm that the information I have given is accurate and complete to the best of my knowledge and belief.

I understand that the information and personal data I have provided on this form, and any information and personal data I provide subsequently may be:

- used by the MOD in connection with my claim, or any subsequent reconsideration, review or appeal, under the AFCS or the Service Pensions Order (SPO) or any other schemes administered by Veterans UK.
- passed to any organisation contracted to provide medical services to the MOD and any qualified medical practitioner asked by the MOD to provide specialist advice.
- passed to the Department for Work and Pensions.
- used by the MOD and its agents in connection with all matters relating to this or future claims, or any subsequent reconsideration, review or appeal, under the AFCS or the SPO or other schemes administered by Veterans UK, and other claims against the MOD, and by other Government Departments, which have a legitimate interest in this information for example, for the prevention and detection of crime.

I understand that

- I must immediately tell the MOD of anything that may affect my entitlement to, or the amount of, an award under the AFCS, a war pension, a supplementary allowance or any survivors' benefits paid under the SPO, or an award paid under any other scheme administered by Veterans UK, including any changes of address.
- If I knowingly give false information, I may be liable to prosecution.

I agree that

- the MOD and
- any doctor advising the MOD and
- any organisation contracted to provide medical services to the MOD and any doctor providing services to that organisation
- may ask
- any doctor who has provided treatment and
- any hospital or similar place and
- anyone else who has provided treatment (such as a physiotherapist)

for copies of all medical records (including those in sealed envelopes) and any other information required to consider my claim, or any subsequent reconsideration, review or appeal, under the AFCS or SPO or any other schemes administered by Veterans UK.

And that the MOD may

disclose medical records, and any information about my claim, or any subsequent reconsideration, review or appeal, under the AFCS or SPO or any other schemes administered by Veterans UK, to any organisation contracted to provide medical services to the MOD and any qualified medical practitioner or consultant asked by the MOD to provide specialist advice. I understand that the information will be retained by the MOD, either as a written record, or on a secure database, and may be used in future if it is necessary to reconsider or review my claim and any award made.

I agree

- to refund any sum paid as a result of this claim in the event that an overpayment is made for any reason.

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

Print name

If you are returning the form by email, please send to DBSVets-Widows@mod.gov.uk

Part 8 – Checklist

Have you signed the declaration and checked this form carefully?

Have you filled in all the parts that apply to you?

Have you enclosed:

- the original or a copy of your late husband's/wife's/civil partner's death certificate showing full certified cause of death?
- the original or a copy of your birth certificate
- the original or a copy of your valid passport
- the original or a copy of your marriage certificate or your civil partnership registration certificate?
- a copy of your Power of Attorney/ Appointee if you are unable to deal with your own affairs?

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

Part 9 - For completion by VWS 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 VWS or Authorised Agent about this claim

Date claim form issued

Date completed claim for was received back by the VWS or Authorised Agent.