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
- **If you have an enquiry for the Armed forces Pension Scheme, please call the JPAC Enquiry Centre on 0800 085 3600 or email DBS-PensionsHelp@dbspv.mod.uk**

The form will not save in

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

We have been made aware of issues when using Apple products such as Iphones and Ipads 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.

PLEASE NOTE YOU MUST SIGN THIS FORM USING A BLACK PEN. WE CANNOT ACCEPT THIS FORM BY EMAIL

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Ministry of Defence

Armed Forces Pension Schemes Application Form

Request for Former Spouse Pension Attachment/Earmarking Order Payment

Claim for payment of sums due under a Pension Earmarking or Attachment Order.

The sums due will be paid at such time that these would normally be paid to the member.

Please make sure you answer all the relevant questions and complete the form in block capitals.

This form should be completed and returned to the address given on page 3.

Part A – Your details

First name

Surname

National Insurance number

Date of birth

Address

Postcode

Telephone number

Email address

Part B – Member details

Member's name

Member's Service number

Part C – Declaration of entitlement and application for payment

I confirm that I am the above named former spouse of the member named above, and I hereby claim payment of the sums due to me under a Pensions Earmarking or Attachment Order as a result of divorce proceedings.

I understand that this will be paid when the sum would normally be paid to the member.

Member name

Signature of applicant (to be signed in the presence of the witness at Part E of this form)

PLEASE SIGN IN BLACK PEN AFTER PRINTING

Applicant's full name

Date

Part D – Method of payment

Name of bank or building society

Address

Postcode

Name of account holder/account title

Account number

Sort code

If you want to have your pensions and any lump sums paid into an overseas bank please go to:

https://www.gov.uk/government/publications/overseas-pensions-payment-mandates where you will find copies of the relevant overseas payment mandate.

On completion of the mandate it must be sent to:
Veterans UK, Pension Team, MP 480, Kentigern House, 65 Brown Street, Glasgow, G2 8EX

Part E – Witness details

To be completed in all cases by a person listed below:

1) A person registered in the UK as a Parliamentary Elector,
2) In the Channel Islands: a person on the electoral roll of Jersey, Guernsey or the register of electors in Alderney or a person list at (1) above,
3) In the Isle of Man: a person on the register of electors in the Isle of Man or a person listed at (1) above,
4) In the Republic of Ireland: a person who is on the active or pension list of the permanent Civil Service; an officer of the bank authorised by the bank to sign documents on its behalf; a physician or surgeon registered as such under the law of the Republic; or a minister of Religion,
5) In other countries: a person listed at (1) above; an officer on the active or pension list of any of Her Majesty's Armed Forces, British diplomatic or consular Officers.

Witness forename

Witness surname

I declare that the signature at Part B has been made in my presence and this is correct to my knowledge.

Signature

PLEASE SIGN IN BLACK PEN AFTER PRINTING

Date

Qualification

Address

Postcode

Please return the completed form to:
Veterans UK, Pension Team, MP480, Kentigern House, 65 Brown Street, Glasgow, G2 8EX

Part F – Data Protection

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.

Part G – Declaration

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

I understand that

- I must immediately tell the Ministry of Defence of anything that may affect my entitlement to, or the amount of, an award under the Armed Forces Pension Schemes, 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.

- In accordance with Data Protection legislation, the Ministry of Defence will collect, use, protect and retain the information on the form in connection with all matters relating to personnel administration and policy.

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 a Power of Attorney or Appointee for the claimant is signing this form, they must enclose evidence to show that they are the legal representative.

Part H – Consent for Email Correspondence

Veterans UK is happy to conduct correspondence with customers via a nominated email address if that is their preference. There are some types of personal information we would not be able to include in an email correspondence, which are listed below:

- I authorise Veterans UK of the MOD to use email whenever possible in its correspondence with me via my nominated email address shown on the front of this claim form. I accept that the information may include my personal details excluding bank account numbers, National Insurance number, medical details and any other information that could compromise my identity

- I understand that correspondence transmitted by email may be open to abuse because it is transmitting over an unsecured network. I accept that the MOD will not be liable for any loss, interception or unauthorised use of information transmitted this way. I am content for Veterans UK to correspond with me from the email address shown at the front of this claim form.

Do you wish to correspond via email? ☐ Yes ☐ No