

● Part 1 – About you continued

Daytime phone number

Code	Number
------	--------

Please tick the appropriate box

Home Work Mobile Fax Textphone

Date of birth

/	/
---	---

If we have ticked this box it means we need to see your original birth certificate. This is because we do not have proof of your date of birth.

Please see **note 1** at **Part 5** at the end of this form.

National Insurance (NI) number
This must be completed in all cases.

You can find your NI number on any pay slips, letters from The Pension Service, HM Revenue & Customs or the Department for Work and Pensions (Department for Social Development in Northern Ireland), or your P60, P45 or National Insurance card. If you do not know this number please see **note 7** at **Part 5** at the end of this form.

Letters	Numbers		Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is there anyone else in the household aged 60 or over?

No

Yes Please tell us about them.

Their name

--

Their National Insurance number

Letters	Numbers		Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Their date of birth

/	/
---	---

● Part 2 – Making payments to you

○ A – Payment direct into an account

We normally pay Winter Fuel Payments direct into an account.

You can use a bank, building society or other account provider. Many banks and building societies in the UK will let you collect cash at the post office. Or you can use a bank or financial institution in another EEA country.

How we will pay you

Your Winter Fuel Payment will be paid into the account you tell us about in Section B or Section C.

Finding out how much we have paid into the account

You can check your Winter Fuel payments on the account 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 the office that pays you 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. 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, at **Section B** or **Section C**. By giving us your account details you are agreeing to be paid by Direct Payment and understand the information above about being overpaid.
- If you intend to open an account, please give us your account details as soon as you have them.
- If you do not have an account, please go to **Section D**.

● Part 2 – Making payments to you continued

○ B – Payment direct into a UK account

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 your chequebook, passbook or bank statements. If you are not sure about the details, ask the bank, building society or other account provider.

About the account you want to use

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 chequebook or statement.

Full name of bank, building society or other account provider.

Sort code

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

 – –

Account number

Most account numbers are 8 numbers long. If your account number 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 a 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

○ C – Payment by cheque

If you are entitled to a Winter Fuel Payment, and you do not have a suitable account, we can send you a cheque to your home address. See **note 8** in **Part 5** at the back of this form.

● Part 3 – Information required to claim for winters 1997/98, 1998/99 and 1999/00

Please answer all the questions for each year you wish to claim. See note 2 in Part 5 at the back of this form.

With regard to:	Winter 1997/98		Winter 1998/99		Winter 1999/00	
	No	Yes	No	Yes	No	Yes
Did you get a Winter Fuel Payment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did your partner, if you had one, get a Winter Fuel Payment? See note 6 at the back of this form.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did anyone else aged 60 or over who was in your household claim a Winter Fuel Payment, or do they intend to?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In the qualifying weeks of:	5–11 January 1998		9–15 November 1998		20–26 September 1999	
	No	Yes	No	Yes	No	Yes
Was there anyone else in your household aged 60 or over?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were you living outside Great Britain or Northern Ireland? See note 3 at the back of this form.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were you subject to immigration control? See note 4 at the back of this form.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were you getting free in-patient hospital treatment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Had you been in hospital for more than 52 weeks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were you living in a care home or similar residence? See note 5 at the back of this form.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were you in custody serving a sentence?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were you getting Income Support or income-based Jobseeker's Allowance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did your partner, if you had one, get Income Support or income-based Jobseeker's Allowance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

● Part 4 – Declaration

It is very important that you read and understand the declaration before signing the claim form.

If somebody else has filled in this form for you, please check all the details before signing the declaration below.

If you have any difficulty filling in, signing the claim form or want to report any change in your personal circumstances, please contact us. Our phone number is **0191 218 7777**. For international callers, the phone number is +44 191 218 7777.

-
- **I understand** that I must promptly tell the office that pays my benefit of anything that may affect my entitlement to, or the amount of, that benefit.
 - **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 if I knowingly give false information, I may be liable to prosecution or other action.
 - **I understand** that if I fail to promptly notify the Department of a change in circumstances, I may be liable to prosecution or other action.

This is my claim for a Winter Fuel Payment.

Your signature

Date

If you have signed on behalf of the person named in **Part 1**, please tell us why.

● Part 5 – Notes

These notes are to help you to complete the Winter Fuel Payment claim form.

- 1 We ticked the box because we do not have proof of your date of birth. Please send your original or replacement birth certificate to us. **We cannot accept photocopies.** We will return your birth certificate to you within five working days. If we need to keep your certificate longer, we will tell you why. If you have a non-UK birth certificate we may take longer than five working days to return it. But we will let you know if this is the case.

If you have any queries about sending your birth certificate, please phone the Helpline on **08459 15 15 15**.

- 2 Please answer for each year you want to claim a Winter Fuel Payment. Use the table to decide which years you want to claim for. For example if you want to claim for the **winter of 1998/99**, complete the questions under the column marked **9–15 November 1998**.

Please tick the boxes on the claim form that apply to your circumstances during the qualifying week of the year you want to claim for. It is important that you answer every question in this section by ticking either the No or Yes box, as it may affect your entitlement.

- 3 Great Britain is England, Scotland and Wales only.
- 4 A person who is subject to *immigration control* has a limit or condition on their right to enter or remain in the UK. For example, they have no recourse to public money.
- 5 **By care home or similar residence** we mean you are living in
 - a care home
 - an independent hospital, or
 - Ilford Park.

A care home is a place where you can get accommodation as well as nursing or personal care. It includes

- residential homes
- nursing homes, and
- local authority residential accommodation.

An independent hospital is a hospital which is not a National Health Service (NHS) hospital.

Ilford Park is a Polish Resettlement Home.

- 6 We use *partner* to mean
 - a person you are married to or a person you live with as if you are married to them, or
 - a civil partner or a person you live with as if you are civil partners.

The Civil Partnership Act came into force in the United Kingdom on 5 December 2005.

- 7 If you do not know your National Insurance number please tell us and we will send you a form to complete.
- 8 A cheque is a method of payment issued by the Department and can be cashed at the Post Office® you choose or can be paid into a bank or building society account. Please note that the cheque must be cashed within 1 month, however you may also pay it into your bank or building society within 6 months of the date of issue.
- 9 Before signing the claim form please check that:
 - you filled in all the sections that apply to you, and
 - you are enclosing your birth certificate, if we asked for it.

If you need help with filling in this form, phone the Helpline on 08459 15 15 15. The line is open Monday to Friday 8.30am to 4.30pm.

If you have speech or hearing difficulties, you can contact us using a textphone on **0845 601 5613**. Charges are the same as for local calls. If you do not have a textphone, your local library or Citizens Advice Bureau may have one.

● Part 6 – How we collect and use information

The information we collect about you and how we use it depends mainly on the reason for your business with us, but we may use it for any of the Department's purposes, which include

- social security benefits and allowances
- child support
- employment and training
- private pensions policy, and
- retirement planning.

We may obtain information from others to check the information you provide and to improve our services, and may give information to other organisations as the law allows, for example to safeguard against crime.

To find out more about how we use information, ask for leaflet **GL33 DWP and Your Personal Information** at any of our offices, or visit our website www.dwp.gov.uk/privacy.asp

In Northern Ireland you can pick up the form *Data Protection Act 1998 – it affects you* from any of our offices. Alternatively you can view it on your website at www.dsdni.gov.uk/dataprotection.pdf

● For office use only

Birth certificate
returned by

on

Date of birth
verified as

Initials

date