

Winter Fuel Payment

If you get in touch with us, please tell us this reference number

Our phone number is

Code	Number	Ext
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Textphone users with speech or hearing difficulties call

Code	Number
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Date

● Claim form for Winter Fuel Payment 2012/2013

Complete this claim form if

- you are going to live in or are already living in another EEA country or in Switzerland.

See **Note 2** at **Part 6** at the end of this form for a list of EEA countries.

Your entitlement to a Winter Fuel Payment depends on your circumstances in the qualifying week.

The qualifying week for winter 2012/13 is 17-23 September 2012.

Please note time limits apply to most Winter Fuel Payment claims and we must receive your claim form for winter 2012/13 by 31 March 2013.

But if we have asked you to complete the claim form outside this time limit, please do so and return it immediately.

○ What to do now

Fill in this form and send it back to us. Do **NOT** complete this form if:

- you are not going to live in another EEA country or in Switzerland, or
- you are resident in the UK.

If you need help filling in this form, someone else may help you do so, but you should sign it yourself if you are able to. If someone else signs the form for you, they should explain why they have done so, for example, they have been appointed to act on your behalf or they hold Power of Attorney. We may need to contact you for additional information.

● Part 1 – About you

Please use this part to tell us about yourself. It is important that you answer all the questions, based on your circumstances during 17 - 23 September 2012. If you do not, we will need to send the form back to you.

Surname

Mr/Mrs/Miss/Ms

All other names in full

Address

Country

Daytime phone number

Code

Number

Please tick the appropriate box

Home

Work

Mobile

Fax

Textphone

Date of birth

/ /

If you do not currently receive a UK State Pension we need to see your original birth certificate. Please see **Note 1** at **Part 6** at the end of this form.

National Insurance (NI) number
Letters Numbers Letter
It must be completed in all cases.

You can find your National Insurance (NI) number on any pay slips, letters from The Pension Service, Jobcentre Plus, HM Revenue & Customs or the Department for Work and Pensions (Department for Social Development in Northern Ireland), P60, P45 or National Insurance card. If you do not know this number see **note 5** at **Part 6** at the end of this form.

Is there anyone else in the household born on or before 05/07/1951?

No

Yes Please tell us about them.

If you need more space, please use a separate sheet of paper.

Their name

Their National Insurance number

Letters Numbers Letter

Their date of birth

Does anyone else in the household get a Winter Fuel Payment?

No

Yes When did they get their last Winter Fuel Payment?

If there are two or more eligible persons in the household, a payment will usually be made to each eligible person. Each eligible person may need to make a separate claim.

● Part 2 – Making payments to you

○ A – Payment direct into an account

We pay Winter Fuel Payments directly into an account.

You can use a bank, building society or other account provider.

How you will be paid

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

Finding out how much is paid into the account

We will tell you when payment will be made and how much it is for.

You can check your Winter Fuel Payment on your account statements. Your statements will 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.

What to do now

To tell us about the account you want to use for your Winter Fuel Payment, **go to Section B or Section C.**

● Part 2 – Making payments to you continued

○ B – Payment directly into a UK account

Tick this box if you agree to be paid directly into an account.

Please give your account details below. You must fill in ALL the boxes including the building society roll or reference number if you have one.

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.

Whose name or names is the account in?

Please note:

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.

By ticking the box for an account that includes the name of the person acting on your behalf, you confirm that you will authorise them to use the money in the way you tell them, or you are an appointee acting on behalf of the customer.

Please tick one box

- In your name.
- In the name of your partner.
- In both the names of you and your partner.
- In the name of the person acting on your behalf.
- In both the names of you and the person acting on your behalf.

What name or names is the account in?

Please write the name or names as they appear on the cheque book, passbook or statement.

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

Sort code – of the bank, building society or other account provider. Please tell us all six numbers for example 12-34-56.

 – –

Account number

This is seven to ten numbers long.

More information if it is a building society account

Building society roll or reference number

Some building society accounts use a roll or reference number. The number is on the passbook.

The roll or reference number can contain letters and numbers and can be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

● **Part 2 – Making payments to you continued**

○ **C – Payment directly into an EEA or Swiss bank or financial institution**

Your Winter Fuel Payment will be paid directly into your account.

It is very important that you check with your bank that the details you give us are correct.

If you send the form back to us with incorrect information, your Winter Fuel Payment may be delayed.

Full name of your bank or financial institution	<input type="text"/>
Full address of your bank or financial institution	<input type="text"/> <input type="text"/> <input type="text"/>
	Country
Sort code number	<input type="text"/>
The name of the account holder	<input type="text"/>
Account number	<input type="text"/>
Type of account for example, deposit	<input type="text"/>

International Bank Account Number (IBAN)

For example, for Italy it should be 27 characters. Start writing the numbers from the left.
For Luxembourg it should be 20 characters. Start writing the numbers from the left.

Bank Identification Code (SWIFT)

Fill in from the left. If your code has only 8 characters, enter X in the last 3 boxes.

If you have a cheque book for your account please attach a cheque marked **Cancelled** to this form. This will help us to confirm your details.

● Part 3 – Information we need

Have you been awarded a Winter Fuel Payment in the United Kingdom (UK)?

No

Yes

When did you start to live outside the UK?

In addition to your residence outside the UK, do you also have a residence in the UK which you ordinarily live in?

No Go to next question.

Yes We may contact you for more information.
Go to next question.

Please answer the following questions

Which EEA country do you ordinarily live in?

From what date did you permanently take up residence there?

What is your nationality now and from what date does this apply?

from

If your nationality has changed, what was it before?

If you are not an EEA national, please tick the box that applies to you.

A stateless person

A refugee

We may need to contact you if we need additional information.

A partner of an EEA national What is your current marital or civil partnership status?

married or civil partner

married or civil partner but separated

widowed or surviving civil partner

living together as if you are married or civil partner

Remember that UK nationals are also EEA nationals.

Other

Please give details

● **Part 3 – Information we need continued**

Have you lived in any other country since you left the UK?

- No
Yes

Address 1

Country

Address 2

Country

Have you worked in the UK?

- No
Yes

Were you in custody serving a sentence imposed by a Court throughout the qualifying week?

- No
Yes Tell us the address of the institution you were detained in and the name of the authority which imposed the sentence.

Address

Country

Name

--

Will you be or were you in a care home throughout the qualifying week?

- No
Yes Tell us the date you were admitted and care home address.

/ /

Address

Country

Will you be or were you in a hospital getting free treatment throughout the qualifying week?

- No
Yes Tell us the date you were or will be admitted and the date of discharge.

Admission date

/ /

Discharge date

/ /

Are you or will you be getting a UK State Pension or another UK Social Security benefit?

- No
Yes

● Part 4 – Advice notes

○ Changes in circumstances

We will continue to pay you provided that you satisfy the conditions for entitlement. You must report any changes in your circumstances which might affect your benefit. Tell us straight away if:

- you move into a care home
- someone you think may be eligible for a Winter Fuel Payment moves into or out of your household
- you change your bank account
- you stop getting a Social Security benefit
- you change your address.

● Part 5 – 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 6 – Notes

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

- 1 If you currently receive a UK State Pension we already have proof of your date of birth. If you do not receive a UK State Pension please send your original or replacement birth certificate to us. **We cannot accept photocopies.** Please allow 28 days for us to return your birth certificate.
- 2 **The European Union (EU)** is made up of the following countries:

Austria	Belgium	Bulgaria	Cyprus
Czech Republic	Denmark	Estonia	Finland
France	Germany	Greece	Hungary
Ireland	Italy	Latvia	Lithuania
Luxembourg	Malta	Netherlands	Poland
Portugal	Romania	Slovakia	Slovenia
Spain	Sweden	United Kingdom (UK)	

The European Economic Area (EEA) is made up of all 27 EU countries and Iceland, Liechtenstein and Norway.

Iceland, Liechtenstein and Norway are not members of the EU.

Switzerland is not a member of the EEA but an agreement from 1 June 2002 means that the European Community rules on social security apply from that date. As a result, Winter Fuel Payments may be paid in Switzerland in some circumstances.

- 3 **United Kingdom** means England, Scotland, Wales and Northern Ireland. It does not include the Channel Islands or the Isle of Man.
- 4 **Gibraltar** is treated as if it were an EU member state and Winter Fuel Payments may be paid in Gibraltar in some circumstances.
- 5 If you do not know your National Insurance number please tell us and we will send you a form to complete.
- 6 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.

Once you have completed the claim form return it to:

The Pension Service
International Pension Centre (IPC)
Tyneview Park
Newcastle upon Tyne
NE98 1BA
England

● Part 7 – 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 get information from others to check the information you give to us and to improve our services. We 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, visit our website www.dwp.gov.uk/privacy.asp or contact any of our offices.

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 our website at www.dsdni.gov.uk/dataprotection.pdf

● **For office use only**

Birth certificate
returned by

on

Date of birth
verified as

Initials

Date

