



## ● 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

Letters  Numbers  Letter

This must be completed in all cases.

You can find your National Insurance (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.

Do you have a partner?

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.

No

Yes  Please tell us about them.

Their name

Their National Insurance number

Letters  Numbers  Letter

Their date of birth

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## ● Part 2 – Making payments to you

**We normally pay Winter Fuel Payments directly into an account.**

This is the safest way to pay you and lets you choose how and when you get your money. You can use a bank, building society or other account provider. Most accounts allow you to make savings on some of your bills by paying them by Direct Debit. You may be able to use a cash machine, which will usually mean you can get your money at any time of the day or night. Most of these machines can be used for free, but some of them may charge you to take your money out. If so, you will be warned by a message on the screen. This will give you the opportunity to cancel your transaction without being charged. There are arrangements with some banks and building societies to let you collect cash from many of their accounts over the counter at post offices.

### ○ A – Payment directly into an account

#### **How you will be paid**

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

#### **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 usually 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.

#### **If not enough money is paid into the account**

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

#### **What to do now**

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

**or**

if you do not already have a suitable account, **go to Section C.**

## ● Part 2 – Making payments to you

### ○ B – About the account you want to use

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.

Whose 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.

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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.

### ○ 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.

In the qualifying weeks of	Winter 1997/98 5–11 January 1998		Winter 1998/99 9–15 November 1998		Winter 1999/00 20–26 September 1999	
	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"/>
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"/>
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"/>
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"/>
Had you been getting free in-patient hospital treatment 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 in residential or nursing home care? 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 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 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"/>

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## ● Part 4 – Declaration

- 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 Residential or nursing home care includes local authority accommodation and Polish Resettlement homes. Please note this does not include sheltered accommodation. *Sheltered accommodation* is a self-contained housing unit where a warden is present.

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.

**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 a problem with speech or hearing and use a textphone, ring **0845 601 5613**. Charges are the same as for local calls. If you do not have your own textphone system, they are available in some libraries or any Citizens Advice Bureau.

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## ● Part 6 – How we collect and use information

The Department for Work and Pensions collects information for the purposes of dealing with social security, child support, vaccine-damage issues, employment and training, private pensions policy, retirement planning and the Financial Assistance Scheme. The information we collect about you depends on the reason for your business with us, but we may use the information for any of these purposes.

We may check information about you with other information we have. We may get information about you from other people and certain other organisations. We may give information to certain other organisations, as the law allows, to:

- check the accuracy of information
- prevent or detect crime
- protect public funds in other ways, and
- use in research or statistics.

These other organisations include other government departments, local authorities, and private-sector bodies such as banks and organisations that may lend you money. We will not give information about you to anyone outside our department unless the law allows us to.

The Department for Work and Pensions is the data controller for the purposes of the Data Protection Act.

If you want to know more about what information we have about you, or the way we use your information, please contact us. You can contact any of our offices and ask for leaflet **GL33** *Data Protection Act 1998 – It affects you*. Or you can find a copy of the leaflet on our website. The address is [www.dwp.gov.uk](http://www.dwp.gov.uk)

Customers in Northern Ireland can get this leaflet from their local Social Security Agency office, or from the website [www.dsdni.gov.uk](http://www.dsdni.gov.uk)

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## ● For office use only

Birth certificate returned by  on

Date of birth verified as

Initials  date