



State of Minnesota – Department of Veterans Affairs
Military Funeral Honors Stipend Request, July 1, 2015 – June 30, 2016

A Veterans Service Organization (VSO) should submit this form to request a stipend for performing military funeral honors. The responsibility for proper completion and submission of this form rests with the VSO. Stipend will not exceed \$50.00 from the Minnesota Department of Veterans Affairs for each honors being provided.

- Requests are preferred within 45 days of honors being provided.
• The VSO is responsible for obtaining the mandatory signatures from the Honor Guard Leader and the Funeral Director.
• Service for each veteran must be verified by DD-214. Do not submit a DD-214 with this form.
• An incomplete form will be returned to the VSO.

PART ONE: VSO Performing Honors

Honor Guard Unit: SWIFT Vendor #:
Point of Contact (please print): Phone #:
Address: City & Zip:

Honors performed (check box that apply):

- [] Full Honors (Rifle Detail, Taps, Flag Folding) [] Basic Honors (Flag Folding, Taps)

Signature of Honor Guard Leader: Date:

PART TWO: Information – Deceased Veteran

[] Active Duty Service Confirmed (DD214)

Name of Veteran Last: First: M:

Date Honors Performed: Date of Birth:

Location of Honors: City: County:

- Branch of Service: [] U.S. Army [] U.S. Navy [] U.S. Coast Guard
[] U.S. Marine Corps [] U.S. Air Force [] WWII Merchant Marine

PART THREE: Funeral Director Verification (to be completed by the Funeral Director)

Were the military honors performed in an acceptable manner? [] Yes [] No

Name of Funeral Home:

City: Phone #:

Funeral Director Printed Name:

Funeral Director Signature: Date:

Mail or fax the form to: Fiscal Services, Accounts Payable Coordinator, 2nd Floor Veterans Service Bldg, 20 West 12th St, St Paul, MN 55155. Office: (651) 296-2562 Fax: (651) 757-1575

For Office Use Only PAYMENT INFORMATION
Amount: Input Date: Voucher #: Entered By:
Approved by: Date:

Additional Military Funeral Honors (copy as needed – must attach to completed page 1)

Honor Guard Unit: _____ SWIFT Vendor #: _____

Full Honors (Rifle Detail, Taps, Flag Folding)

Basic Honors (Flag Folding, Taps)

PART TWO: Information – Deceased Veteran

Active Duty Service Confirmed (DD214)

Name of Veteran Last: _____ First: _____ M: _____

Date Honors Performed: _____ Date of Birth: _____

Location of Honors: City: _____ County: _____

Branch of Service: U.S. Army U.S. Navy U.S. Coast Guard
 U.S. Marine Corps U.S. Air Force WWII Merchant Marine

PART THREE: Funeral Director Verification (to be completed by the Funeral Director)

Were the military honors performed in an acceptable manner? Yes No

Name of Funeral Home: _____

City: _____ Phone #: _____

Funeral Director Printed Name: _____

Funeral Director Signature: _____ Date: _____

For Office Use Only

PAYMENT INFORMATION

Amount: _____ Input Date: _____ Voucher #: _____ Entered By: _____

Approved by: _____ Date: _____

Full Honors (Rifle Detail, Taps, Flag Folding)

Basic Honors (Flag Folding, Taps)

PART TWO: Information – Deceased Veteran

Active Duty Service Confirmed (DD214)

Name of Veteran Last: _____ First: _____ M: _____

Date Honors Performed: _____ Date of Birth: _____

Location of Honors: City: _____ County: _____

Branch of Service: U.S. Army U.S. Navy U.S. Coast Guard
 U.S. Marine Corps U.S. Air Force WWII Merchant Marine

PART THREE: Funeral Director Verification (to be completed by the Funeral Director)

Were the military honors performed in an acceptable manner? Yes No

Name of Funeral Home: _____

City: _____ Phone #: _____

Funeral Director Printed Name: _____

Funeral Director Signature: _____ Date: _____

For Office Use Only

PAYMENT INFORMATION

Amount: _____ Input Date: _____ Voucher #: _____ Entered By: _____

Approved by: _____ Date: _____



State of Minnesota – Department of Veterans Affairs

Military Funeral Honors Stipend Request, July 1, 2015 – June 30, 2016

Instructions to apply for the benefit

A local unit of a congressionally chartered Veterans Service Organization (VSO) or its auxiliary is eligible under Minnesota Statute Chapter 197 Honor Guards [197.231] to receive a stipend of up to \$50 for each time the local unit provides an honor guard detail at the funeral of a deceased veteran. If the local unit provides a student to play “Taps,” the local unit may pay some or all the stipend to the student. To be eligible to receive the reimbursement:

- The VSO must have registered as a state supplier and received a SWIFT (Statewide Integrated Financial Tools) vendor ID number. Instructions on how to obtain your current or new SWIFT vendor ID number can be found at:

<http://www.mmb.state.mn.us/doc/maps/vendor/step-by-step.pdf>.

If you have any question regarding vendor registration, please contact the SWIFT helpline at 651-201-8106.

- Services must be for a veteran whose active military service has been verified by DD-214 through the funeral director. If assistance is required to verify service, contact your County Veterans Service Officer.

Do not submit DD-214’s with the Military Funeral Honors Stipend Request.

- The VSO is responsible for obtaining all original signatures and submitting the Military Funeral Honors Stipend Request.
- The VSO is required to submit a Military Funeral Honors Stipend Request, which will verify that the veterans group, post or chapter has performed honors on a given date. Forms should be submitted within 45 days of honors performed and absolutely no later than July 31, 2014.

Forms should be mailed to the address listed on the form or faxed to: (651) 757-1575.

- The VSO must perform honors in accordance with the National Defense Act of 2000 (Public Law 106-65.) Military funeral honors detail shall, at a minimum, perform at the funeral a ceremony that includes the folding and presentation of the U.S. flag and play “Taps,” either by a high-quality recording or by a bugler. The law defines a military funeral honors detail as two or more former or active uniformed military persons, with at least one being a member of the veteran's branch of military service. Additional honors such as a firing (rifle) detail may be provided if resources are available.