



State of Minnesota – Department of Veterans Affairs

Military Funeral Honors Stipend Request, July 1 – June 30

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 **15 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 #: _____

Unit Address: _____ City & Zip: _____

Point of Contact (please print): _____ Phone #: _____

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

☐ **DD-214 Form Confirmed**

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 ☐ 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 - Fax or Email form to: MDVA, AP Dept Veterans Service Bldg, 20 West 12th St, St Paul, MN 55155.

Office: (651) 296-2562

Fax: (651) 757-1575

Email Central.OfficeAP.MDVA@state.mn.us

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

☐ DD-214 Form Confirmed

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 ☐ 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

☐ DD-214 Form Confirmed

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 ☐ 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 – June 30

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:
<https://mn.gov/mmb/accounting/swift/vendor-resources/>
- If you have any question regarding vendor registration, please contact SWIFT helpline at 651-201-8100
- Services must be for a veteran whose 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 15 days of honors performed.

Forms should be mailed to the address listed on the form or faxed to: (651) 757-1575
or email to Central.OfficeAP.MDVA@state.mn.us

- 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.