



State of Minnesota – Department of Veterans Affairs
Military Funeral Honors Stipend Request, July 1, 2018 – June 30, 2019

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 30 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 or fax this form to: Fiscal Services, Accounts Payable Coordinator,
1st 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**

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 1, 2018 – June 30, 2019*

#### **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 SWIFT helpline at 651-201-8106 or 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.

- 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.