

65 AND OVER PAYMENT
GUIDELINES

General Guidelines

- Upon issuance of payments, all recipients should have a valid ID; Social Security, Drivers License or Passport.
- All payments to be received by other individuals on behalf of beneficiaries, should be accompanied with a written order from the beneficiary indicating “Please pay to _____” or “Please deliver to _____”. Ensure that all orders have a \$0.25 stamp affixed to the letter. Quote ID particulars of cheque recipient on the order. **Please note: that all written orders should be renewed every six (6) months.**
- A collector’s name should only be written on a cheque with a written order from the beneficiary indicating “Please pay to _____”
- When an individual collects payment on behalf of a beneficiary the narrative should read “(Insert Collector’s name) for (Insert Beneficiary’s name)”. E.g. John Doe for Mark Brown”.
- All uncollected monies for a given month should be returned to the Treasury Department within 15 days of receipt.
- All monies which remain uncollected at the end of the financial year must be paid into the Treasury by June 30th.

Additional General Guidelines

- **Names of beneficiaries with account numbers should be submitted along with a copy of the passbook page which clearly states the beneficiary's name and account number.**
- **Life certificate should be submitted to the Treasury department periodically (every 3 months); Copies will be provided to the Council.**
- **All queries regarding "refunds of payments not collected" should go through the Clerk and email notification sent informing the reason why the funds were not collected and recommendation for refund during the next pay period.**
- **Beneficiaries who are out of state should be discontinued immediately and re-instated upon return. No monies should be paid out to third parties when beneficiaries are out of state irrespective of the reasons for travel.**
- **Information relating to refunds paid to the Treasury should be input on the Village Council Accounting Software (VCAS) and a copy of the receipt uploaded.**

Clerk Guidelines

- **Ensure that both the register and (VCAS) has a signature by the name of the person collecting payments.**
- **When a beneficiary inserts an “X” in receipt of payment; the clerk should include the narrative “this is a true mark of bearer.”**
- **Ensure that the cheque details are entered on VCAS for every disbursement processed.**
- **Uncollected cheques should be cancelled with the signatory’s signature affixed on the cheques.**
- **All cancelled cheques should have two diagonal lines and the word “cancelled” inserted in the middle. All cancelled cheques should have the signatures of signatories. The reason for cancellation should be affixed on the cheque counterfoil.**
- **Review pending recipients on VCAS periodically during disbursement. The clerk should then create a table with the relevant recipients information and have this sent to treasury. In the absence of an immediate resolution to the signature issue on VCAS, the clerk may**
- **introduce a cheque book register.**
- **Application(s) for the “Over 65 pension assistance” should only be submitted by**

Additional Clerk Guidelines

- **Ensure that the clerk informs the Treasury of beneficiaries who have accounts at financial institutions. This would facilitate depositing their pensions directly to their bank accounts.**
- **Ensure that cheque books are securely stored and locked away.**
- **Clerk should only utilize present month's listing when writing cheques for disbursement. This will eliminate cancellations due to change in pension payment monthly listing.**
- **All cancelled cheques should have two diagonal lines and the word "cancelled" inserted in the middle. All cancelled cheques should have the signatures of signatories. The reason for cancellation should be affixed on the cheque counterfoil.**
- **Print out from VCAS should be filed in chronological order by month. All print outs should be secured in a file with Treasury Tags to prevent getting lost or misplaced.**
- **A Justice of Peace should be allowed to sign orders and authorize in order to allow disbursement on behalf of bedridden and/or illiterate persons.**

Additional Clerk Guidelines

- **In keeping with the objective of the Prime Minister in his 2014/2015 the pension grant is awarded to persons with no known source of income or whose income is less than \$200.00 month. Therefore persons in receipt of other sources of income should be discontinued with immediate effect.**
- **The broadcasting of availability of pension payments via social media (whatsapp) should be discontinued with immediate effect. The likelihood of a burglary or theft could arise as a result of this practice**
- **Cheque book numbers should be written on cheque book cover and used in sequence. This will aid during research purposes by stakeholders.**
- **The refunds book should be reconciled against VCAS to ensure that records are up to date.**

Tips for filling out the 65 and over application form

(h) If you were engaged as an employed person, in Dominica, state the name and address of your last employer.

Last Employer
Address

Self Employed

First and last date of employment:

First Date

Last Date

Part C

DECLARATION

The Accountant General
Treasury Department

Dear Sir/Madam,

I declare that the information given above is true and correct to the best of my knowledge and belief and I hereby make application for the Non-Contributory

Signature (or mark)

Signature of Claimant or Authorized Agent:

Ensure the assisted person's signature is placed here.

Date: 24/2/25

In case of Mark

Signature of Witness

Date:

If you are unable to sign this claim yourself, it may be signed on your behalf by someone else who should state that he or she has done so.

Ensure the assisting officer places their signature here

Signature of Interviewing Officer:

Castle Bruce Village Council
Glu-Glu, Castle Bruce

Date 26/02/2025

Ensure the village council stamp is included near the assisting officer's signature.

Life Certificate Form Example



LIFE CERTIFICATE

I hereby certify that John Doe
(Name of Pensioner)
15 Street Canefield, Dominica
(Address)

whose signature is affixed below, is living, has been seen by me on 21/03/2025 and
(date)
to my knowledge and belief, is the person entitled to the payment.

Signature of Pensioner: [Signature]

Dated the 21 day of 03 2025

Signed [Signature]

Name Jane Dover

Designation Canefield village Pastor

Address 7th Street Canefield

All pensioners residing out of Dominica must have forms notarized before returning to the Treasury Department.

Pensioners living in Dominica must have someone of the following designation to endorse the form before returning to the Treasury Department.

- | | | | |
|----------------------|-----------------------|---------------|------------------------|
| Medical Doctor | District Nurse | Pastor/Priest | Minister of Parliament |
| School Principal | Senior Public Officer | Attorney | Police Officer |
| Justice of the Peace | | | |

Forms should be submitted before twice per year — (before June 30 and December 31).