**CANTERBURY DIOCESAN BOARD OF FINANCE**

**Finance Office, Diocesan House, Lady Wootton's Green, Canterbury, Kent, CT1 1NQ**

## CLAIM FOR OFFICIATING AT AN OCCASIONAL OFFICE

Diocese of Canterbury
CHANGED LIVES ⊙ CHANGING LIVES

**MONTH/YEAR**

**CLERGY NAME**

**ADDRESS**

**BANK NAME**

**ACCOUNT NUMBER**

**SORT CODE**

| Date | Type of Service and parishioner name | Parish Name | Fees payable to DBF<br>£ | 80% CLAIM<br>£ |
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***I certify that these are the total fees that should be received by the DBF for the month shown above for services at which I officiated. I confirm that I am responsible for declaring this income to HMRC for tax purposes***

SIGN

DATE

For information or assistance please contact Sara Endicott-Clarke 01227 459401 or finance@diocant.org
**PLEASE SEND COMPLETED FORMS BY EMAIL TO: sclarke@diocant.org OR RETURN BY POST**

**NOTE:**

**This form should be completed each MONTH, signed and sent to the Finance Dept within 15 days of the month end.**
**Any monies due will be remitted by BACS**