

## **How to use the Electronic Fees Return Form 2019**

**Please note that the fees entered onto this form should only be for services held between the dates of the 1st January and the 31st December 2019. Should you need to add an unusual amount/service or 2018 Item – please use the unlocked boxes towards the bottom of the sheet, here you are free to enter any data that you wish.**

Complete this form during or at the end of a Month/Quarter. It is designed to enable you to update as and when is convenient to you. The colour shaded boxes ONLY are available, some have drop down boxes to assist you.

### **Prepare the form**

At the beginning of the Period;  
Select your benefice  
Select the Month end

### **For each Service**

**New from 2019 – Step 1 – Please select whether the service was taken by a Retired Minister or not.**

Input a Date of the Service (DD/MM/YYYY)  
Select a Type of Service from the Drop down box  
Select Additional Detail from the Drop down box  
Select your Parish from the Drop down box  
Input Names from your Parish Records  
Input Officiant taking the service  
Input Incumbent of Parish (or Vacant if Parish is in Vacancy)

**The form is designed to calculate your total fees automatically.**

### **At the end of the Quarter**

Once you are at the end of the Period please arrange for amount showing in the Green Box (Payment to LDBF) to be sent to St Marys House. This can be by either by Cheque, Cash or Bank Transfer (Find Bank Details on form)

### **Nil Returns**

Where there have been no fees received in one quarter please mark the box 'Nil Returns with an X' and return this to St Marys House.

### **Extra Pages**

Please begin a new sheet – you will be unable to add extra lines or sheets as the workbook is locked.

A **printable** version is also available to complete manually if you wish.

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