



**FEE CLAIM FORM - FOR USE BY VOLUNTARY MINISTERS
FEES FOR OFFICIATING AT A CREMATORIUM SERVICE ***

DATE & TIME OF SERVICE	NAME OF DECEASED	PARISH OF DECEASED	NAME OF FUNERAL DIRECTOR	NAME & ADDRESS OF OFFICIANT taking service (PLEASE PRINT)	POST (e.g. Retired, Reader, OLM, SSM)	FEE DUE TO Hereford DBF per current Table of Parochial Fees £	For Diocesan Office use only FEE DUE to Officiant £

For the current Parochial (Life Events) Fees Table, please refer to: www.churchofengland.org/resources/clergy-resources/life-events-parochial-fees-and-guidance

* Please only claim fees for a crematorium service on this form in accordance with the latest Guidance for Voluntary Ministers available from: www.hereford.anglican.org/parish-support/finance/guidance-for-clergy/

To claim fees and expenses for officiating at a church funeral, please use the separate claim form available from the Diocesan website.

Note on travel expenses: A Voluntary Minister should always claim travel expenses based on actual mileage to/from a crematorium from the **Funeral Director**.

SIGNATURE OF CLAIMANT: _____

PRINT NAME: _____

DATE: _____

Once complete, please scan/email this claim form to: finance@hereford.anglican.org
or post to: Hereford DBF Finance Team, Diocesan Office, Palace Yard, HEREFORD HR4 9BL

Kindly note that Hereford DBF can only settle a fee claim on receipt of this form and the statutory fee due to the DBF. If questions, please email us or phone 01432 373300.