CANTERBURY DIOCESAN BOARD OF FINANCE
Finance Office, Diocesan House, Lady Wootton's Green, Canterbury, Kent, CT1 1NQ

CLAIM FOR OFFICIATING AT AN OCCASIONAL OFFICE

The Diocese of Canterbury
THE CHURCH OF ENGLAND

MONTH/YEAR

CLERGY NAME

ADDRESS

BANK NAME

ACCOUNT NUMBER

SORT CODE

Date	Type of Service and parishioner name	Parish name	Fees payable to DBF £	80% CLAIM £

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 Mrs Clare Larter 01227 459401 or finance@diocant.org
PLEASE SEND COMPLETED FORMS BY EMAIL TO: clarter@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