

Notes

- 1 Use **one form for each parish** in respect of statutory marriage, funeral and monument fees after 1st January 2013
- 2 Col 4 Total received should equal the sum of columns 5 to 10
- 3 Please make an entry for each fee event, whether in church or a crematorium. Where the incumbent has exercised his/her legal discretion to waive the DBF's fee in exceptional circumstances, an entry should be made above and a certificate attached giving the reasons for waiver.
- 4 Where the officiant is a retired stipendiary clergyperson in receipt of a Church of England Pensions Board pension, and has undertaken all of the appropriate pastoral care associated with the marriage or funeral service, the DBF authorises the PCC to pay to the officiant two-thirds of the WDBF fee. This is the only circumstance in which the DBF authorises payment of the DBF's statutory fee to the officiant. Please complete the form above in the usual way but split the fee between columns 6 and 7.
- 5 A copy of this completed form should be sent with payment (cheque, or direct transfer to sort code 55-81-26 account no. 00342564) for the total of col 6 payable to the WDBF at Old Alresford Place, Alresford, Hants, SO24 9DH (marked FAO Finance) within 10 days of the end of the period and an email with details sent to banktransfers@winchester.anglican.org
- 6 One copy of this form should be kept with the PCC accounting records for inclusion in the year-end independent examination and for cross checking with the church service register. The WDBF will be undertaking sample checking of fees returns to ensure that income is being correctly and completely remitted.