

OCCASIONAL OFFICES CLAIM FORM

To be used by retired stipendiary clergy in receipt of a Church Pension and holding the Bishop's Permission to Officiate. Once complete the form should be submitted to the PCC Treasurer of the Parish concerned.

For current fees, see: <https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/life-events-parochial-fees-and-guidance>

Cleric's details

Name of cleric officiating	
Address	
Email	
Sort Code	
Account Number	

Occasional Office details

Nature of occasional office	Marriage / Funeral (please circle as appropriate)
Name of wedding couple, or	
Name of deceased	
Address of deceased	
Funeral Director	
Date of service	
Place of service	

Claim details

Fee requested (2/3 of the Winchester DBF part of the fee)	
Travelling expenses (for funerals, only if sent by FD to PCC)	
Total	

Dated	Signed