

**BLACKBURN DIOCESAN BOARD OF FINANCE LTD**

**VACANCY CLAIM FORM**

Parish and PS number..…………………………………..……………………………………..

Month……………………………………………………………………………………………….

Cheque to be sent to…………………………………….……………………………………….

…………………………………………………………………..………….

Or Bank Transfer Details

Account No ……………………………Sort Code……………………...

## Notes on Claim – See reverse of form

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| DATE OF SERVICE | OFFICIANT |
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| **Number of Services x £37.00** | **Amount of Claim £**  **Code 2820 T0 3001** |

I confirm that the details in this claim are accurate and comply with the guidance contained in the document Payment of Fees to Retired Clergy, Self-supporting Clergy and Readers.

Signed ……………………………… Date ………………………

Position ……………………………

* For Casual Duty Fees only i.e. services within the regular pattern of the parish.
* Please note the Diocese can only refund fees for up to 2 services per week.
* Retired Clergy with Permission to Officiate are entitled for Casual Duty Fees for conducting services within the regular pattern of a parish – other than the parish in which they regularly worship – See copy of Diocesan guidelines on website.
* Standard fee of £37.00 (with or without sermon as from 1 January 2022).
* Expenses should be fully reimbursed to every person who takes a service. These are not refunded by the Diocesan Board of Finance.
* Submit claim forms (preferably on a monthly basis) to:

Finance Team

Blackburn Diocesan Board of Finance

Clayton House

Walker Office Park

Blackburn

BB1 2QE Telephone 01254 503070

Email: [dbfaccounts@blackburn.anglican.org](mailto:dbfaccounts@blackburn.anglican.org)