



## Notes

- 1 Use **one form for each parish** in respect of statutory marriage, funeral and monument fees after 1st January 2013
- 2 Column 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 Clergy with PTO (permission to officiate), who are retired from stipendiary or self-supporting ministry, may make a claim to the PCC to receive a payment of 2/3 of the DBF fee. The PCC is authorised to pay the claim under [The Occasional Offices Claim Form 2023](#), and then deduct this sum from the amounts due to WDBF. Please complete the form above in the usual way but split the fee between columns 6 and 7.  
  
Please see 'Who Can Claim Fees' for more information: <https://winchester.anglican.org/parish-resources/finance/parochial-fees/>
- 5 A copy of this completed form should be uploaded to the parish portal: <https://directorywinchester.dioce.se/OnlineDirectory> and payment made (cheque, or direct transfer to sort code 55-81-26 account no. 00342564) for the total of column 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 confirmation sent to [banktransfers@winchester.anglican.org](mailto: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.