OCCASIONAL OFFICES CLAIM FORM 2024

To be used by clergy holding the Bishop’s Permission to Officiate (see [Who Can Claim Fees](https://winchester.anglican.org/parish-resources/finance/parochial-fees/)). 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>

In the Diocese of Winchester, the Bishops Council has endorsed the “two thirds/one third" division of the DBF fee in relation to retired clergy holding a Winchester PTO taking services within this diocese. *(These rules may be different in other dioceses.)*

**CLERIC’S DETAILS**

|  |  |
| --- | --- |
| **Name of cleric officiating** |  |
| **Address** |  |
| **Email** |  |
| **Account Number** |  |
| **Sort Code** |  |

**SERVICE DETAILS**

|  |  |  |
| --- | --- | --- |
| **Place of service** |  | **Date of service** |
| **Name of wedding couple** |  | |
| **Name of deceased** |  | |
| **Address of deceased** |  | |
| **Funeral Director** |  | |

***Please turn over to complete claim details on reverse***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PLEASE TICK TO INDICATE SERVICE(S) PROVIDED** | **Total Fee** |  | **PCC Fee** | **DBF Fee** | **PTO Fee** | **P** |
| **Marriage Service in Church** | **£531.00** |  | £290.00 | £80.00 | £161.00 |  |
| **A. Funeral with Service in Church** |  |  |  |  |  |  |
| Funeral service in church, whether taking place before/after burial or cremation | **£228.00** |  | £104.00 | £41.00 | £83.00 |  |
| Burial of body in churchyard immediately preceding/following service in church | **£366.00** |  | £349.00 | £6.00 | £11.00 |  |
| Burial/other lawful disposal of cremated remains in churchyard immediately preceding/following service in church | **£159.00** |  | £142.00 | £6.00 | £11.00 |  |
| Burial of body/burial/other lawful disposal of cremated remains, in cemetery immediately preceding/following service in church | **£34.00** |  | £0.00 | £11.00 | £23.00 |  |
| Cremation immediately preceding/following service in church | **£34.00** |  | £0.00 | £11.00 | £23.00 |  |
| Burial of body in churchyard on separate occasion | **£399.00** |  | £349.00 | £17.00 | £33.00 |  |
| Burial of cremated remains in churchyard/other lawful disposal of cremated remains on separate occasion | **£192.00** |  | £142.00 | £17.00 | £33.00 |  |
| Burial of body/burial/other lawful disposal of cremated remains, in cemetery on separate occasion | **£83.00** |  | £18.00 | £22.00 | £43.00 |  |
| **B. Funeral No Service in Church** |  |  |  |  |  |  |
| Funeral service (including burial of body) at graveside in churchyard | **£473.00** |  | £349.00 | £41.00 | £83.00 |  |
| Funeral service (including burial/other lawful disposal of cremated remains) at graveside in churchyard | **£266.00** |  | £142.00 | £41.00 | £83.00 |  |
| Funeral service at crem/funeral service (including burial of body/burial/other lawful disposal of cremated remains) in cemetery | **£228.00** |  | £30.00 | £66.00 | £132.00 |  |
| Funeral service in premises belonging to funeral director, whether taking place before/after burial/cremation | **£228.00** |  | £30.00 | £66.00 | £132.00 |  |
| Cremation immediately preceding/following funeral service in premises belong to funeral director | **£34.00** |  | £0.00 | £11.00 | £23.00 |  |
| Burial of body in churchyard, not following service at graveside (committal only) | **£399.00** |  | £349.00 | £17.00 | £33.00 |  |
| Burial of cremated remains in churchyard/other lawful disposal of cremated remains (committal only) | **£192.00** |  | £142.00 | £17.00 | £33.00 |  |
| Burial of body/burial/other lawful disposal of cremated remains, in cemetery (committal only) | **£34.00** |  | £0.00 | £11.00 | £23.00 |  |
| ***Sub Total*** |  |  |  |  |  |  |
| ***Travel Expenses\**** (enter travel expenses if not already paid by funeral director) |  |  |  |  |  |  |
| ***TOTAL*** |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Signature of claimant** | **Date of claim** |

\* The standard parochial fee does not include travel expenses but you can claim any expenses necessarily and reasonably incurred.

See paragraph 42 of the [Guide to Church of England Parochial Fees](https://www.churchofengland.org/sites/default/files/2022-11/parochial_fees_a4_22.pdf).

Please check all claims for accuracy before submitting your fees return to the DBF.