

**VACANT PROPERTY EXPENSE CLAIM FORM**

**TO BE RETURNED TO:** **payments@winchester.anglican.org** **WITH RECEIPT OR PAID INVOICE COPIES ATTACHED.**

**For more information on how we protect your data, please view our**[**privacy policy**](https://winchester.anglican.org/privacy-policy/)**.**

|  |  |
| --- | --- |
| **Payee Name** |  |
| **Address of clergy property (including postcode)** |   |
| **Email address****(for remittance advices)** |  |
| **Telephone number** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **WDBF code (see below)** | **Receipt date** | **Purpose** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | **Total amount** |
|  |  |  |  |

**Please insert the postcode of your property where ‘POSTCODE’ is stated in the codes below.**

|  |  |  |
| --- | --- | --- |
| **WDBF code** | **Purpose** | **Previous expense claim dates** |
| **31205/133 /GEN001/****POSTCODE** | Garden maintenance expense claims up to £80 per monthFor vacant properties ONLYBetween 1 March and 30 September each year ONLY |  |