

**DIOCESE OF ST EDMUNDSBURY AND IPSWICH**  
**FEES FOR OCCASIONAL OFFICES (NOT SEQUESTRATION\*)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Designation: Retired

| Parish               | Date of service | Type of service | Funeral Director | Name/s recorded in parish records | Fee claimed |
|----------------------|-----------------|-----------------|------------------|-----------------------------------|-------------|
|                      |                 |                 |                  |                                   |             |
|                      |                 |                 |                  |                                   |             |
|                      |                 |                 |                  |                                   |             |
|                      |                 |                 |                  |                                   |             |
|                      |                 |                 |                  |                                   |             |
|                      |                 |                 |                  |                                   |             |
|                      |                 |                 |                  |                                   |             |
|                      |                 |                 |                  |                                   |             |
| <b>Total Claimed</b> |                 |                 |                  |                                   |             |

**Signed by claimant**

**Authorised by incumbent (or rural dean) of one of the above parishes)**

\_\_\_\_\_  
 \_\_\_\_\_

Bank account details if you wish to be paid by BACS:

\_\_\_\_\_

Please note : You cannot claim travel expenses from the DBF for these services. You should reflect this in your annual tax return.

**Please send this form to the Diocesan Office, 4 Cutler Street, Ipswich. IP1 1UQ.**

*\*Sequestration claims should be made on a separate sequestration form and sent to the Archdeacon.*

|                      |             |
|----------------------|-------------|
| For Office use only: | Authorised: |
|----------------------|-------------|