

DIOCESE OF HEREFORD - FEE CLAIM FORM - FOR USE BY VOLUNTARY MINISTERS
FEES FOR OFFICIATING AT A CREMATORIUM SERVICE *
for a parishioner from the Diocese of Hereford

DATE & TIME OF SERVICE	NAME OF DECEASED	PARISH OF DECEASED	NAME OF FUNERAL DIRECTOR	NAME & ADDRESS OF OFFICIANT TAKING SERVICE (<i>PLEASE PRINT</i>)	POST (e.g. Retired, Reader, OLM, SSM)	FEE DUE TO HDBF £	FEE DUE TO OFFICIANT (if applicable) £

HDBF = Hereford Diocesan Board of Finance

Please only claim fees for a crematorium service on this form in accordance with the latest guidance contained in the "Payment of fees to voluntary ministers" booklet:

https://cofehereford.contentfiles.net/media/assets/file/Payment_of_Fees_to_VMs_web_version_July_2015.pdf

* To claim fees and expenses for officiating at a wedding or funeral service in a parish church, please use the separate claim form available from the HDBF website.

SIGNATURE OF CLAIMANT: **PRINT NAME:** **DATE:**

Once complete, please submit this fee claim form to:

HDBF Finance team, The Diocesan Office, The Palace, Palace Yard, HEREFORD HR4 9BL or scan / email it to: finance@hereford.anglican.org

HDBF will settle fees on receipt of this form and on receipt of the funeral director's fee.

Please note: any travel expenses incurred by a Voluntary Minister in officiating at a crematorium service should be claimed from the funeral director.