**SSM FEES Registration and Claim Form**

Please **circle** the appropriate answer:

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | I am a minister **not** in receipt of a full stipend or in full time employment | YES | NO |
|  | *If you have answered* ***‘YES’*** *above, then:* | | |
| 2 | I wish to claim 2/3rds of the DBF portion of the fee for weddings and funerals | YES | NO |

You will now need to submit your Self Assessment Reference Code – Unique Taxpayer Code (UTR) when you make a claim for fees. This number is the 10 digit code you use when submitting your self assessment to HMRC.

|  |  |
| --- | --- |
| e.g.: 1234567890K | My Reference Number: |

*If you do not provide this number your claim will not be paid*

|  |  |  |
| --- | --- | --- |
| 1 | Name |  |
|  |  |  |
| 1 | Signature |  |
|  |  |  |
| 1 | Date |  |

If you have answered **‘YES’** in box 2, please provide bank details in the space below so that the finance team at Church House can make payment to you via BACS transfer:

|  |  |  |
| --- | --- | --- |
| 1 | Sort Code | \_\_\_ \_\_\_ - \_\_\_ \_\_\_ - \_\_\_ \_\_\_ |
|  |  |  |
| 1 | Account | \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ |
|  |  |  |
| 1 | Name(s) on account |  |

|  |  |
| --- | --- |
| Date | Service conducted |
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