

Completing a PF3- Monument

First, open the PF3 in Excel format. Shown below,

	A	B	C	D	E	F	G	H	I	J	K
1	form PF3 - Monuments										
2											
3	Leeds Diocesan Board of Finance										
4	17-19 York Place										
5	Leeds										
6	LS1 2EX										
7											
8											
9											
10											
11	PCC of					Parish Code					
12	Parish Contact										
13	Name of Deceased										
14	Name of Church										
15	Cemetery										
16	Funeral Director/Monumental Mason										
17	FD/MM Contact Name										
18	FD/MM Phone Number										
19											
20	Statutory Fees permitted in accordance with rules, regulations or directions made by the chancellor of the diocese, including those relating to a particular churchyard or part of churchyard (but excluding a monument authorised by a particular faculty, the fee for which is set by the Chancellor)										
21							Y/N	DBF £		PCC £	
22	Small cross of wood										
23	small vase not exceeding 305mm x 203mm x 203mm (12" x 8" x 8") or tablet, plaque or other marker commemorating a person whose remains have been cremated										
24	Any other monument										
25	Additional inscription on existing monument										
26	Total Fees retained by DBF (A1)							£0.00			
27	Total Fees payable to PCC (A2+B+C)									£0.00	
28	Total Fees									£0.00	
29	Date of payment										
30	by cheque										
31	by BACS										
32											

- You will need to complete the PCC and Parish Code sections on line 11. **The Parish code is the four numbers within your Parish Share account number.**
- Complete lines 12-18
- You will now need to type 'Yes' in the column 'Y/N' for relevant item and click enter on your keyboard to reveal the figures in the 'DBF' & 'PCC' columns
- You will then need to save the form on to your computer in order to be able to attach it to an email and send to us at fees@leeds.anglican.org

If you need assistance in saving the document and attaching the document to an email, please feel free to call the Finance Department on 0113 3530 195 and we will go through the process with you.