

Completing a PF2- Marriages

First, open the PF2 in Excel format. Shown below,

	A	B	C	D	E	F	G	H	I	J
1	Form PF 2 - Marriages									
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	Names of Couple									
14										
15	Date of Marriage									
16	Telephone number									
17	Name of Officiant									
18	Stipendiary Minister or Reader						Yes/No			
19	Other (Retired Clergy, SSM etc)						Yes/No			
20	Vacancy (yes/no)									
21	Name of Church									
22										
23	Office use only									
24	DBF Fee 100%									
25	DBF Fee 20%									
26	Fee claimant 80%									
27	Travel						£0.00			
28	PCC						£0.00			
29	TOTAL						£0.00			
30										

- 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 12-17 & 20-21
- If the Officiant is Stipendiary or is a Reader, please type 'YES' in the box on line 16.
- If the Officiant is Retired or SSM then type 'Yes' in the box on line 17.

31 Statutory Fees		Y/N	DBF £	PCC £
32				
33	Publication of Banns of Marriage	<input type="checkbox"/>		
34	Certificate of Banns issued at time of publication	<input type="checkbox"/>		
35	Marriage service	<input type="checkbox"/>		
36	Marriage Certificate at time of registration	<input type="checkbox"/>		
37	Marriage Certificate subsequent to time of registration	<input type="checkbox"/>		
38	Total DBF Fees (A1)		£0.00	
39	Total PCC Fees (A2)			£0.00
40	Travel Expenses @ 45p per mile			
41			Total Miles	
42	Total Expenses (B)			£ -
43				
44	Local Fees			
45	Verger			
46	Heating			
47	Organist			
48	Choir			
49	Bells			
50	Flowers			
51	Other (Details):			
52	Other (Details):			
53	Other (Details):			
54	Total Local Fees (C)			£ -
55				
56	Total Fees retained by DBF (A1)		£0.00	
57	Total Fees payable to PCC (A2+B+C)			£0.00
58	Total Fees		£0.00	
59	Date of payment			
60	by cheque			
61	by BACS			

- 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
- Please enter the number of miles the Officiant will have travelled to conduct the service in the box under 'Total Miles' on line 41. This will reveal the amount due to the Officiant (rate of 45p per mile) on line 42
- In the Local Fees section, you will need to add any extra expenses relating to the service.
- 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.