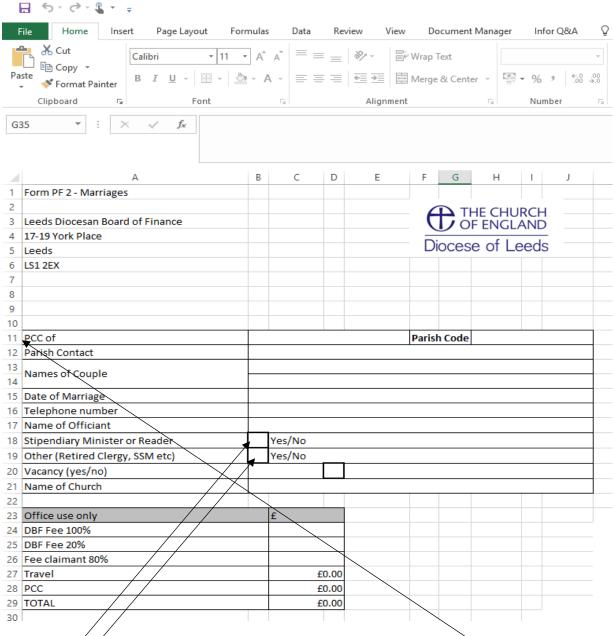
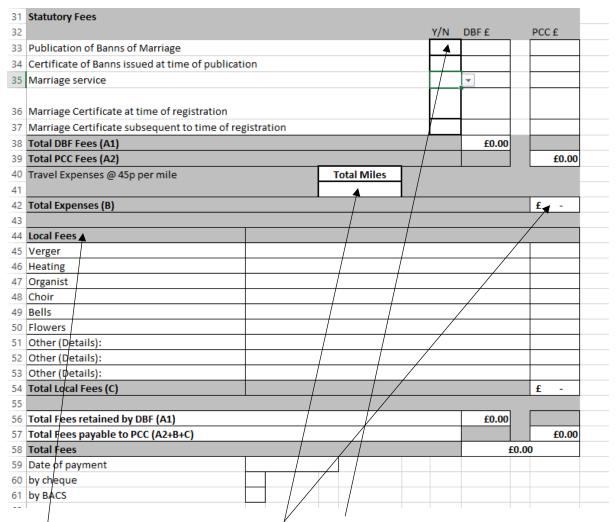
Completing a PF2- Marriages

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



- 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.
- /Cømplete 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.



- 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.