RELIEF CLERGY CLAIM FORM

SERVICES DURING CLERGY ABSENCE OR VACANCY

Waikato Taranaki Anglicans

To be completed by the parish or ministry unit. One form can cover several relief clergy for the month. Email the signed form to **admin@wtanglican.nz**.

1 · PARISH / MINISTRY UNIT

Parish / ministry unit			
Contact person		**Phone**	
Contact email		**Claim month**	

2 · RELIEF CLERGY & WHO IS PAID

Priests and deacons only; licensed lay ministers are not entitled to claim

NO.	CLERGY NAME	STATUS*	PARISH TO PAY (F / P2)	TOTAL $
1				
2				
3				
4				
5				

N Non-stipendiary: pay the relief minister

P1 Part stipend, on a day not otherwise paid for: pay the minister

F Full stipend: pay their own parish

P2 Part stipend, on a day paid by own parish: reimburse their parish

*Enter one status code per line. If a part-stipend minister has both P1 and P2 days, list them on two lines.

3 · SERVICES LED

$66.50 per service · maximum $133.00 per person per day

DATE	CHURCH / VENUE	SERVICE / TIME	CLERGY NO.	AMOUNT $

Any additional services can be added overleaf. Travel and other reasonable expenses are reimbursed directly by the parish and are not claimed on this form.

TOTAL CLAIM $ _____

4 · PARISH AUTHORISATION

We confirm the services above were provided for our parish / ministry unit and that the payees shown in section 2 are correct.

Authorised by (Vicar / Warden)		**Role**	
Signature		**Date**	

May also be required for clergy paid directly: an IR330C *Tax rate notification for contractors* (Inland Revenue, www.ird.govt.nz; recommended activity: **16 Honoraria**) and confirmation of their bank account name and number on bank letterhead. **If these are needed, the Diocese will contact the relief clergy directly; the parish does not need to supply them.**