

- You will only need to complete the bank details section the first time you claim and then we will save your details on our system. (if your details change please send us a separate email with your new bank details so that we can keep our system up to date)

I am aware we may already have bank details when paying fees through the old scheme however we are using this time to make sure we have all the correct details going forward with the New Scheme.

- You will then need to fill in all the details of the services in which you are claiming for.
- This information will be cross referenced with the PF1 Funeral form we will have received from the PCC therefore there is no need to have your claim signed off.
- 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 3530195 and we will go through the process with you.

- Your payment will then be processed on the next payment run (we run one every Friday) unless there is a query on the claim which we will aim to resolve as quickly as we can in order to get your payment to you as soon as possible.

If you are still struggling to complete the form please do give us a call/email to the above details and we will help you to do so.