

DECLARATION FORM

FOR **BRANCH** finances

This form is to be used to declare costs that have been made by members in behalf of Priesthood and Auxiliary Organizations.

Personal information:

Name: _____

Address: _____

Postal code: _____ Place: _____

BIC/SWIFT code: _____ IBAN Account nr.: _____

E-mail address _____

In name of: _____

Date: _____	Signature
Concerns: _____ (activity e/o period)	
Organization: _____	
Payment reference: _____	

AMOUNTS TO DECLARE			Declaration	Advance	Invoice
Name Organization/Company	Description:	Amount in €			
		Total in Euro's*			

This form needs to be filled in completely and **supplied with the original bills and/or receipts (attached to the right backside of form)**. Use only one form per organization. This must be signed (right top) by both yourself and by the President of the Organization. Also have the Branch President sign the form.

Incomplete forms, and/or declarations without receipts, will not be paid out, unless you have consulted with, and have approval from the Branch President.

Hand the form over to the Branch Clerk.

Approval Pres. of Organization:	Not to be filled in, reserved for administration.		
	Received (date):	Fund/Category:	Membership number:
Approval Branch President:	Date entered in MLS	Clerk signature	