

# DECLARATION FORM

FOR WARD 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:  
Concerns: (activity e/o period)  
Organization:  
Payment reference:

Signature

## AMOUNTS TO DECLARE

Declaration

Advance

Invoice

| Name Organization/Company | Description: | Amount in € |
|---------------------------|--------------|-------------|
|                           |              |             |
|                           |              |             |
|                           |              |             |
|                           |              |             |
|                           |              |             |
|                           |              |             |
| <b>Total in Euro's*</b>   |              |             |

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 Bishop 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 Bishop.**

Hand the form over to the Ward Clerk.

|                                 |  |                 |                    |
|---------------------------------|--|-----------------|--------------------|
| Approval Pres. of Organization: | <b>Not to be filled in, reserved for administration.</b> |                 |                    |
|                                 | Received (date):   | Fund/Category:  | Membership number: |
| Approval Bishop:                | Date entered in MLS                                      | Clerk signature |                    |