

**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: Concerns:    (activity e/o period) Organization: Payment reference:	Signature
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<b>AMOUNTS TO DECLARE</b>			Declaration	Advance	Invoice
<b>Name Organization/Company</b>	<b>Description:</b>	<b>Amount in €</b>			
<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 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:	<b>Not to be filled in, reserved for administration.</b>		
	Received (date):	Fund/Category:	Membership number:
Approval Branch President:	Date entered in MLS	Clerk signature	