

Priest-In-Charge (PIC) Payroll Advice Form

Time Period: 16th of _____ to 15th of _____ 20_____

Clergy Name _____ Employee # _____

Parish _____ Parish # _____

We authorize Central Payroll to pay \$ 100.00 as PIC remuneration for the time period of _____ to _____ (Policy 2.1.4) \$ _____

We authorize Central Payroll to pay _____ Days (up to and including the 15th of the Month) at \$ 100.00 per day as Temporary Part-time remuneration. (Policy 2.1.18) \$ _____

We authorize Central Payroll to pay as remuneration for Fees for Occasional Services (Policy 2.1.9):

Date: _____	For : _____	Fee: \$ _____
Date: _____	For : _____	Fee: \$ _____
Date: _____	For : _____	Fee: \$ _____
Date: _____	For : _____	Fee: \$ _____
Date: _____	For : _____	Fee: \$ _____
Date: _____	For : _____	Fee: \$ _____
Date: _____	For : _____	Fee: \$ _____
Date: _____	For : _____	Fee: \$ _____
Date: _____	For : _____	Fee: \$ _____
Date: _____	For : _____	Fee: \$ _____

Total of Fees for Occasional Services (Policy 2.1.9): \$ _____

Total of all Remuneration to be Paid: \$ _____

We authorize Central Payroll to pay travel to and from the Parish borders as a taxable benefit of _____ Km at \$.35/Km = \$ _____ (Policy 2.1.18) \$ _____

Total of Remuneration and Taxable Travel to be Paid: \$ _____

Authorization (required):

Clergy _____

Treasurer _____ OR

Warden _____

Please fax, mail or scan a copy of this authorization to Central Payroll so that it arrives by the 20th of the month. PIC Payroll will be deposited on the 30th of each month.

**The Diocesan Synod Office
1340 Cathedral Lane,
Halifax, NS
B3H 2Z1**

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