

## 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 15<sup>th</sup> 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 20<sup>th</sup> of the month.  
PIC Payroll will be deposited on the 30th of each month.

**The Diocesan Synod Office**  
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