**HOUSING ALLOWANCE WORKSHEET**

**Minister Living in Home Minister is Renting**

Minister’s Name: For the period:

**Allowable Housing Expenses** *(expenses paid by minister from current income)*

This list is to assist you in arriving at a housing allowance total and does not need to be turned in. **Only the following page (pg. 2 of this worksheet) needs to be turned in.**

|  |  |  |
| --- | --- | --- |
|  | **Estimated Expenses** | **Actual** |
| Rental payments | $ | $ |
| Personal property insurance on minister-owned contents | $ | $ |
| Yard maintenance and improvements | $ | $ |
| Furnishings and appliances *(purchase and repair)* | $ | $ |
| Structural repairs and remodeling | $ | $ |
| Utilities *(gas, electricity, water, trash, local phone charges)* | $ | $ |
| Maintenance items *(household cleansers, light bulbs, etc)* | $ | $ |
| Miscellaneous | $ | $ |

**TOTAL $ $**

**NOTES:** Costs for food and domestic help do not qualify as housing expenses.

The Actual column is provided for the minister’s optional use to help in income tax preparation.

**HOUSING ALLOWANCE WORKSHEET, PG 2**

**Minister Living in Home Minister is Renting**

Minister’s Name:

*Print Name*

For the period:

Requested Annual Housing Allowance for :

The above listed expenses represent a reasonable estimate of my housing expenses for next year. I understand and agree that:

1. The board will not designate a portion of my compensation as a housing allowance until I complete and return this form. Retroactive designations of housing allowances are not legally effective.
2. It is my responsibility to notify the board in the event that these estimates prove to be materially inaccurate during the year.
3. The entire housing allowance designated by the church is not necessarily nontaxable. Rather, it is nontaxable, for income tax purposes, only to the extent that it does not exceed my actual expenses for the year.
4. My housing allowance is an exclusion for federal income taxes only. I must add the amount of my housing allowance as income in reporting my self-employment taxes on Schedule SE (unless I am exempt from self-employment taxes).

Signed:

Date:

Date designation approved