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HOUSING ALLOWANCE:

Request Worksheet

&

Board Resolution

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REQUEST FOR HOUSING ALLOWANCE

From: _____

Date: _____

Tax Year: _____

Please accept this as our request for housing allowance in the amount of _____ this year. I represent that I am a duly ordained, licensed, or commissioned minister of the gospel, within the meaning of Internal Revenue Code Section 107 and the corresponding regulations and am authorized to perform substantially all of the religious duties of a minister in my church.

<u>Allowable Housing Expenses</u>	<u>Estimated Expenses</u>	<u>Actual Expenses</u>
Down payment on purchase of housing	\$ _____	\$ _____
Mortgage principal and interest payments	_____	_____
Real property taxes	_____	_____
Homeowner's insurance	_____	_____
Structural maintenance and repair	_____	_____
Landscaping, gardening, and pest control	_____	_____
Furnishings (<i>purchase, repair, replacement</i>)	_____	_____
Utilities (<i>gas, electricity, water, internet</i>) and trash collection	_____	_____
Local telephone expenses (<i>base charge</i>)	_____	_____
Cable television expenses	_____	_____
Homeowner's association dues/condominium fees	_____	_____
TOTAL for Estimated Expenses	\$ _____	
(A) TOTAL for Actual Expenses		\$ _____
(B) Properly Designated Housing Allowance		\$ _____
(C) Fair Rental Value of Furnished Home, Plus Utilities		\$ _____

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

- The amount of my housing allowance I may exclude for federal income tax purposes is not the same as my estimated expenses. **The actual housing allowance exclusion is the lowest of (A), (B), or (C).**
- The church will not designate a portion of my compensation as housing allowance until I complete and return this form.
- Retroactive designations of housing allowances are not legally effective.
- If a change in my housing allowance is necessary because these estimates are insufficient, it is my responsibility to notify the church.
- The amount of my housing allowance is excluded from my taxable income for federal income tax purposes only. I must include my housing allowance in income for purposes of calculating my federal self-employment taxes (unless I am exempt from self-employment taxes).

Signature: _____ Date: _____

MINISTER'S HOUSING ALLOWANCE RESOLUTION

WHEREAS, Pastor _____ is compensated by the Church exclusively for his ministerial services performed for the Church as a duly ordained, licensed, or commissioned minister of the gospel;

WHEREAS, the Church does not provide Pastor _____ with a parsonage;

WHEREAS, Section 107 of the Internal Revenue Code of 1986 (hereinafter the "Code"), and the Regulations thereunder provides that a minister may receive a housing allowance designated as such and paid to him by a church as compensation for services which he performs for the church as a minister in the exercise of his ministry, that such allowance is to be used to rent or otherwise provide a home for the minister, and that the Regulations require the designation of the same to be in advance of payment; therefore

BE IT RESOLVED that on this ___ day of _____, 20___, at the meeting of the Board of Directors, a motion was made by _____ and seconded by _____ that the Church shall pay a housing allowance to Pastor _____ as compensation for services he performs for the Church in the exercise of its ministry;

BE IT RESOLVED, that the compensation for Pastor _____ shall include \$_____ per month designated as housing allowance;

BE IT FURTHER RESOLVED, that the housing allowance for Pastor _____ designated in the immediately preceding resolution shall be paid for the year _____, and is also designated and shall be paid in each succeeding year unless otherwise changed by the Board of Directors.

A vote taken; ___ voting "aye," ___ voting "no," ___ abstaining, and the motion passed _____.

SIGNED this _____ day of _____, 20___.

Director

Director