

MINISTER'S HOUSING ALLOWANCE WORKSHEETS



WHAT'S INSIDE?

Use this worksheet to calculate your minister's housing allowance designation for tax purposes. Ministers should consult IRS guidance and a qualified tax advisor to determine how the housing allowance rules apply to their specific situation.

WORKSHEETS FOR:

- Owned home
- Parsonage
- Rental

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Housing Allowance Worksheet

MINISTER OWNS HOME

Name:

For the Period (Date):

to

Date Designation Approved:

Allowable Housing Expenses

(Expenses paid from current income.)

Estimated Expense

Actual

Down payment on the purchase of housing <i>(first year)</i>		
Housing loan principal and interest payments*		
Real estate commission, escrow fees		
Real estate or property taxes		
Personal property taxes on contents		
Insurance <small>(homeowner's, personal property, or other liability insurance related to the home)</small>		
Structural maintenance and repair		
Maintenance <small>(household cleaners, light bulbs, pest control, yard service, etc.)</small>		
Furnishings and appliances <small>(purchase and repair)</small>		
Remodeling and improvements		
Utilities connected with the dwelling <small>(gas, water, sewer, electricity, trash, phone charges, internet, etc.)</small>		
Homeowner's association dues/condominium fees		
Subtotal	\$	
10% allowance for unexpected expenses		
TOTAL	\$	\$ (A)
Properly designated housing allowance		\$ (B)
Fair rental value of home, including furnishings, plus utilities		\$ (C)

*Loan payments on home equity loans or second mortgages are includible only to the extent the loan proceeds were used for housing expenses.

The amount excludable from income for federal income tax purposes is the lowest of A, B, or C.

This worksheet is provided as a general guide to help ministers estimate the portion of retirement distributions that may qualify as a housing allowance under applicable IRS rules. Housing allowance eligibility and the amount you may exclude from taxable income depend on your individual facts and circumstances, including whether you are considered retired for tax purposes. Ministers should consult IRS guidance and a qualified tax advisor to determine how the housing allowance rules apply to their specific situation. The designation of a housing allowance does not guarantee that all designated amounts are excludable from income. You are responsible for determining the allowable exclusion and for keeping receipts and other documentation to support your actual housing expenses. Keep this worksheet for your records.

Housing Allowance Worksheet

MINISTER IS LIVING IN A HOME OWNED OR RENTED BY THE CHURCH

Name:

For the Period (Date):

to

Date Designation Approved:

Allowable Housing Expenses

(Expenses paid by minister from current income.)

Estimated Expense

Actual

Utilities connected with the dwelling <small>(gas, water, sewer, electricity, trash, phone charges, internet, etc.)</small>			
Remodeling and improvements			
Maintenance <small>(household cleaners, light bulbs, pest control, yard service, etc.)</small>			
Structural maintenance and repair			
Personal property taxes on contents			
Insurance <small>(personal property, or other liability insurance related to the home)</small>			
Furnishings and appliances <small>(purchase and repair)</small>			
Subtotal	\$		
10% allowance for unexpected expenses			
TOTAL	\$	\$	(A)
Properly designated housing allowance		\$	(B)

The amount excludable from income for federal income tax purposes is the lower of A or B (or reasonable compensation).



DID YOU KNOW?

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Housing Allowance Worksheet

MINISTER IS RENTING

Name:

For the Period (Date):

to

Date Designation Approved:

Allowable Housing Expenses (Expenses paid from current income.)

Estimated Expense

Actual

Housing rental payments		
Utilities connected with the dwelling <small>(gas, water, sewer, electricity, trash, phone charges, internet, etc.)</small>		
Remodeling and improvements		
Maintenance <small>(household cleaners, light bulbs, pest control, yard service, etc.)</small>		
Structural maintenance and repair		
Personal property taxes on contents		
Insurance <small>(personal property, or other liability insurance related to the home)</small>		
Furnishings and appliances <small>(purchase and repair)</small>		
Other rental expenses		
Subtotal	\$	
10% allowance for unexpected expenses		
TOTAL	\$	\$ (A)
Properly designated housing allowance		\$ (B)

The amount excludable from income for federal income tax purposes is the lower of A or B (or reasonable compensation).



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