

Housing Allowance Worksheet

The tax code limits the nontaxable portion of housing compensation designated as housing allowance for ministers who own their home to the fair rental value of the home (furnished, plus utilities) or actual expenditures, whichever is less. Ministers who own their homes should take the following expenses into account in computing their requested housing allowance exclusion. Housing allowance designations are to be done prior to a tax year's start and must not be retroactive. If the minister cannot provide documentation to the IRS (if asked) for housing expenditures equaling or exceeding the designated housing allowance for that tax year, the minister must report the "unused" amount as taxable income. Again, a minister is allowed to overestimate as long as he/she reports unused housing allowance as taxable income.

ESTIMATED ANNUAL AMOUNT FOR HOUSING for tax year: _____

Rent or mortgage payments (including prepayments) on a loan to purchase or improve your home (including both interest and principal)	\$ _____
Real estate taxes and property insurance	\$ _____
Utilities (i.e., electricity, gas, water, trash pickup, local telephone, internet fees, etc.)	\$ _____
Furnishings and appliances (purchase and repair)	\$ _____
Structural repairs and remodeling	\$ _____
Yard maintenance and improvements	\$ _____
Maintenance items (i.e., household cleaners, light bulbs, pest control, etc.)	\$ _____
Other:	\$ _____
Homeowner's Association dues	\$ _____
TOTAL	\$ _____

Employee Signature: _____

Employee Printed Name: _____

Date: _____

Board Approval: _____ Date: _____