

**HOUSING ALLOWANCE EXPENSE FORM
FOR CLERGY WHO OWN THEIR HOME**

Priests are permitted to exclude from their church income (for federal, state and county income tax purposes) a "housing allowance" designated by their employing church or diocese, to the extent that the allowance is used to pay housing expenses. To assist the church or diocese in designating an appropriate amount, please estimate on this form the housing expenses you expect to pay during _____. Please return the form not later than the next Vestry, Bishop's Committee or Executive Council meeting on_____.

| CATEGORY OF EXPENSE | ESTIMATED AMOUNT FOR_____ |
|---|--------------------------------------|
| * Mortgage payments on a loan to purchase or improve your home (include both principal and interest | _____ |
| * Down Payment on a home | _____ |
| * Real estate taxes | _____ |
| * Property Insurance | _____ |
| * Utilities (electricity, gas, water, trash pickup, local telephone charges) | _____ |
| * Furnishings and appliances (purchase and repair) | _____ |
| * Structural Repairs and remodeling | _____ |
| * Yard maintenance and improvements | _____ |
| * Maintenance Items (household cleansers, light bulbs, pest control, etc.) | _____ |
| * Homeowners Association Dues | _____ |
| * Miscellaneous | _____ |
| * TOTAL ESTIMATED EXPENSES FOR 2020 | _____ |

The above listed expenses represent a reasonable estimate of my housing expenses for 2020. I understand and agree that:

The Vestry, Bishop's Committee or Executive Council 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.

It is my responsibility to notify the Vestry, Bishop's Committee or Executive Council in the event that these estimates prove to be materially inaccurate during the year.

My final housing allowance exclusion **will not be the same** as my estimated expenses which are used for the housing designation and reported on my W-2. The actual housing allowance exclusion must be the lowest of 3 amounts: (1) my actual housing expenses for the year, (2) the

church designated housing allowance, or (3) the annual fair rental value of my home (furnished, including utilities).

My housing allowance exclusion is an exclusion for federal, state and county income taxes only. I must add my housing allowance as income in reporting my self-employment taxes on Schedule SE (unless I am exempt from self-employment taxes).

Signature of Priest

Date

I attest that I received this form from the above priest on _____.
Date

Secretary of the Vestry or the Bishop's Committee or the Executive Council