

Housing Allowance Expense Form

To assist our church in designating an appropriate amount for my housing allowance, I have estimated on the chart below the housing expenses that I expect to incur next year.

Down payment on home	_____
Mortgage principle & interest payments	_____
Mortgage insurance & property taxes	_____
Utilities (electricity, gas, water, trash & sewer, local telephone, etc.)	_____
Furnishings & appliances (purchase & repair)	_____
Structural repairs and/or remodeling	_____
Yard maintenance	_____
Maintenance items (cleaners, light bulbs, pest control, brooms & mops, etc.)	_____
Miscellaneous	_____
TOTAL ESTIMATED ANNUAL EXPENSES	_____

I understand that:

1. The church board will not designate a portion of my salary as a housing allowance until I have completed and returned this form by November of this year and that retroactive designations are not allowed.
2. The nontaxable amount that I will report on my Income Tax Return will be the lowest of the three following amounts: 1) my actual housing expenses for the year, 2) the church-designated housing allowance stated above, or 3) the annual fair rental value of my home furnished and including utilities.
3. By the end of January next year, I will account for my actual housing expenses by presenting the church board my receipts substantiating such expenses. The church will then reduce the income reported on my W-2 form by the amount of the housing allowance exclusion. Any amounts of the allowance that is not included in the exclusion computed next January will be considered taxable and I will in turn report as income.

Signature of Minister

Date

Signature of Church Officer

Official Title

Date