

DESIGNATION OF HOUSING ALLOWANCE EXCLUSION

Prepare this form in duplicate and return the original to your Treasurer or Financial Secretary. New appointments should file a declaration within the first week of employment to cover the balance of the calendar year.

Church: _____ Number: _____ Charge _____

District: _____ North Georgia Annual Conference, UMC

Effective Date: ____/____/____

Name: _____

(1) PARSONAGE PROVIDED BY APPOINTMENT

a. Utilities	\$ _____
b. Repairs/Maintenance	\$ _____
c. Furnishings	\$ _____
Total Parsonage Related Allowances	\$ _____

(2) HOUSING ALLOWANCE PROVIDED BY SALARY PAYING UNIT*

Enter the following 3 amounts:

a. Estimated housing expenses to be paid by or for the pastor, and properly substantiated.	\$ _____
b. Fair rental value of the home (furnished, including utilities)	\$ _____
c. Housing Allowance per resolution (Enter figure from Sample Housing Resolution)	\$ _____

Enter the **lowest** of the above lines (2a), (2b), or (2c).

Amount designated as the total housing allowance \$ _____

Less amount paid directly by the Salary Paying Unit
(Utilities and Housing if applicable) \$ _____

Less amounts paid directly by other agencies or ministries \$ _____

Net Housing Designation of Salary Paid by Salary Paying Unit **\$ _____**

In accordance with the provisions and requirements of Section 107 of the U. S. Internal Revenue Code, I certify that the amounts set forth below represent to the best of my knowledge and belief a true estimate of the payments to be made by me to rent or provide a home out of the gross compensation paid to me by my salary paying unit for the year.

In making this designation, I accept full responsibility for maintaining and keeping, in accordance with Section 107 of the Internal Revenue Code, all supporting leases, mortgages, tax bills, utility bills, repair and maintenance bills, and any other documentation necessary to support that portion of the above estimate I shall claim as actually expended for housing. I also understand that if the above estimated amount is not used in full for housing needs for the taxable year that I am responsible for reporting the unused portion as earnings on my Federal Income Tax Return. The housing allowance exclusion is an exclusion for federal income taxes only.

Signature _____ Date _____
(Clergy)

Signature _____ Date _____
(Chair, SPR Committee or Finance Committee or Equivalent)

*Conference, District, Local Church, Agency

Clergy who own their homes should consider the following expenses into account in computing their housing allowance exclusion:

- Mortgage payments on a loan to purchase or improve your home (include both interest and principal)
- Real estate taxes
- Property insurance
- Utilities (electricity, gas, water, trash pickup, local telephone charges) (NOTE: Include this amount in Section II of the Clergy Compensation and Expenses Worksheet)
- 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