

Minister's Name _____ Ministry/Church Name _____ S. S./EIN # _____ Tax Year _____
Ministry Address _____ City, State, & Zip Code _____ Ministry Phone # _____

THIS WORKSHEET TO BE USED ONLY BY FULLY ORDAINED MINISTERS. Have you filed Form 4361 to be exempt from S-E tax?

* **Please note that you CANNOT deduct expenses for an office in the home if you are receiving a parsonage/housing allowance.**

Date You Started Your Ministry _____; Claimed last yr.? _____

RECEIPTS (total \$s collected net of discounts) (@ RETAIL)

Salary (**excluding** Housing Allowance) (W-2) \$ _____

Housing Allowance (**can't claim Office in Home**) \$ _____

Revival Offering & Speaking Honorarium Income \$ _____

Book, CD, DVD, etc. Sales Income, Incl. Tax \$ _____

Other Income (ex., reimbursements) (specify) \$ _____

* **Personal use, gifts, & invent. valued @ wholesale = your cost**

COST OF BOOKS/CDs/DVDs etc. (RE)SOLD (@ WHOLESALE)

Beginning Inventory on 1/1/____ (if 1st yr., = "0") \$ _____

Purchase of Books/CDs etc. for Resale + tax \$ _____

Personal Use of Saleable Products (@ wholesale) \$ _____

Saleable Products Given Away (@ wholesale) \$ _____

Cost of Labor to Produce Books/CDs/DVDs etc. \$ _____

Materials & Supplies to Produce Books/CDs etc. \$ _____

Ending Inventory on 12/31/____ (@ wholesale) \$ _____

* **The office in home space must be used exclusively for ministry**

OFFICE IN HOME DATA (if 2 homes used, separate by a ";")

Office & Storage: Sq. Ft. | & # of **entire** rooms used _____ | _____

Entire Home: Sq. Ft. (excl. garage) | & # of rooms _____ | _____

Date Apartment/House Rented or Purchased _____

Purch. Price + **Closing + Improve. Prior to Min.** \$ _____

Est. Value of Land **Only** (county tax appraisal) \$ _____

OFFICE IN HOME DEDUCTIONS (for 2, separate by a ";")

Mortgage Int. (**only**) (Form 1098/coupon book) \$ _____

Real Estate Taxes (Form 1098/coup. book/checks) \$ _____

Homeowner/Hazard/Renter's Insur. (1098/checks) \$ _____

Rent (NOT mortgage) Pymts. (**while in ministry**) \$ _____

Repairs (**put improve. on Depr. W/s only**), Lawn \$ _____

Utilities: Gas \$ _____ Water \$ _____ Electric \$ _____

Security, Pest, Housekeeper, & Association Fees \$ _____

* **IRS REQUIRES THAT YOU KEEP A MILEAGE LOG ***

* = Circle "**Leased**" if car was leased, and... **CAR DATA FOR EACH CAR USED IN MIN. ...draw an arrow to which car was leased.***

Year, Make and Model _____;

Date **Purchased/Leased*** _____;

Purchase/Lease Price Incl. Tax \$ _____; \$ _____

OPERATING EXPENSES (Only Those Personally Pd. By You)

Advertising & Promotions (business cards/flyers) \$ _____

Bank and C.C. Fees (**on separate ministry acct.s**) \$ _____

Church Property Insurance (**Paid by You**) \$ _____

Loan/Credit Card Interest **Used for Ministry** \$ _____

Ministry Legal/Tax/Professional Fees (tax prep.) \$ _____

Sun. Sch./Off. Supp. (**furn./equip. on Depr. W/s**) \$ _____

Church Rent (incl. meeting rooms **Paid by You**) \$ _____

Car or Equip. (ex., copier) Rentals (**Paid by You**) \$ _____

Church Bldg./Equipment Repairs (**Paid by You**) \$ _____

Taxes (sales & payroll) Paid & Minister's License \$ _____

Ministry Travel (plane/train/bus) (**Paid by You**) \$ _____

Ministry Hotels (at local or out-of-town meetings) \$ _____

Ministry Meals (seminars/luncheons/banquets) \$ _____

Out of Town Min. Meals \$ _____; # of nights out of town _____

Food/Refreshments (**ministry** dinners/fellowships) \$ _____

Entertainment (**of parishioners or ministers**) \$ _____

Church Utilities (phone, electric) (**Paid by You**) \$ _____

Cell Ph., Beeper, Call Notes (**ministry use only**)* \$ _____

Gifts of Benevolence (cash/food/clothes) \$ _____

Seminary/Bible Coll. Tuition + Books/CDs/DVDs \$ _____

Ministry Postage (stamps) & Freight (**Pd. by you**) \$ _____

Publications (religious newspapers/magazines) \$ _____

Personal Dues to Church Denomination \$ _____

Uniforms/Robes + Uniform Cleaning/Alterations \$ _____

Other (describe) _____ \$ _____

TOTAL (full year) CAR EXPENSES Car #1 Car #2

Gas, Repairs, Parts, Maint., & Car Wash \$ _____; \$ _____

Insurance, Tags, Inspec., OnStar, & AAA \$ _____; \$ _____

Car Loan Interest (only)/Lease* Payments \$ _____; \$ _____

Parking & Tolls \$ _____; Inclusion Amt. (I'll do) \$ _____; \$ _____

**** I ATTEST TO THESE MILEAGE FIGURES (initial) ****

Miles Driven for **Ministry Purposes Only** _____;

Total Miles the Vehicle Was Driven (**full yr.**) _____;

R. T. Job Commute _____; Is there more than 1 car in your home? _____

