INCOME TAX DATA FOR *MINISTERS*

www.JeffTheTaxMan.com (Rev. 1/24/23) Jeff Peterson, President

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 N	MINISTERS. Have you filed Form 4361 to be exem	npt from S-E tax?	
* Please note that you CANNOT ded	uct expenses for an office in the ho	ome if you are receiving a parsonage/housing allow	vance.	
Date You Started Your Ministry	; Claimed last yr.?	OPERATING EXPENSES (Only Those Person	<mark>ally Pd. By You</mark>)	
RECEIPTS (total \$s collected net of o	liscounts) (@ <u>RETAIL</u>)	Advertising & Promotions (business cards/flyers)	\$	
Salary (<u>excluding</u> Housing Allowance)	(W-2) \$	Bank and C.C. Fees (on separate ministry acct.s)	\$	
Housing Allowance (can't claim Office	<mark>e in Home</mark>)\$	<u>Church</u> Property Insurance (<u>Paid by You</u>)	\$	
Revival Offering & Speaking Honorario	um Income\$	Loan/Credit Card Interest Used for Ministry	\$	
Book, CD, DVD, etc. Sales Income, Inc	cl. Tax \$	<u>Ministry</u> Legal/Tax/Professional Fees (tax prep.)	\$	
Other Income (ex., reimbursements) (sp	pecify) \$	Sun. Sch./Off. Supp. (<u>furn./equip. on Depr. W/s</u>)	\$	
* Personal use, gifts, & invent. value	d @ wholesale = your cost	<u>Church</u> Rent (incl. meeting rooms <u>Paid by You</u>)	\$	
COST OF BOOKS/CDs/DVDs etc. (F	RE)SOLD(@ WHOLESALE)	Car or Equip. (ex., copier) Rentals (Paid by You)	\$	
Beginning Inventory on 1/1/ (if 1st	yr.,="0")\$	<u>Church</u> Bldg./Equipment Repairs (<u>Paid by You</u>)	\$	
Purchase of Books/CDs etc. for Resale	+ tax \$	Taxes (sales & payroll) Paid & Minister's License	\$	
Personal Use of Saleable Products (@ v	vholesale) \$	Ministry Travel (plane/train/bus) (Paid by You)	\$	
Saleable Products Given Away (@ who	olesale) \$	Ministry Hotels (at local or out-of-town meetings)	\$	
Cost of Labor to Produce Books/CDs/D	VDs etc. \$	Ministry Meals (seminars/luncheons/banquets)	\$	
Materials & Supplies to Produce Books	/CDs etc. \$	Out of Town Min. Meals \$; # of nigh	ts out of town	
Ending Inventory on 12/31/(@ who	olesale) \$	Food/Refreshments (<u>ministry</u> dinners/fellowships))\$	
* The office in home space must be use	ed <u>exclusively</u> for ministry	Entertainment (of parishioners or ministers)	\$	
OFFICE IN HOME DATA (if 2 hom	es used, separate by a ";")	<u>Church</u> Utilities (phone, electric) (<u>Paid by You</u>)	\$	
Office & Storage: Sq. Ft. & # of entire	rooms used .	Cell Ph., Beeper, Call Notes (ministry use only)*	\$	
Entire Home: Sq. Ft. (excl. garage) & #	f of rooms	Gifts of Benevolence (cash/food/clothes)	\$	
Date Apartment/House Rented or Purch	nased	Seminary/Bible Coll. Tuition + Books/CDs/DVDs	\$	
Purch. Price + Closing + Improve. Price	or to Min. \$	Ministry Postage (stamps) & Freight (Pd. by you))\$	
Est. Value of Land Only (county tax ap	praisal) \$	Publications (religious newspapers/magazines)	\$	
OFFICE IN HOME DEDUCTIONS	(for 2, separate by a ";")	Personal Dues to Church Denomination	\$	
Mortgage Int. (only) (Form 1098/coupe	on book) \$	Uniforms/Robes + Uniform Cleaning/Alterations	\$	
Real Estate Taxes (Form 1098/coup. bo	ok/checks)\$	Other (describe)	\$	
Homeowner/Hazard/Renter's Insur. (10	98/checks)\$	TOTAL (<mark>full year</mark>) CAR EXPENSES <u>Car</u>	<u>'#1</u>	
Rent (NOT mortgage) Pymts. (while i	n ministry)\$	Gas, Repairs, Parts, Maint., & Car Wash \$; \$	
Repairs (put improve. on Depr. W/s o	nly), Lawn\$	Insurance, Tags, Inspec., OnStar, & AAA \$; \$	
Utilities: Gas \$ Water \$	Electric \$	Car Loan Interest (<u>only</u>)/ <u>Lease</u> * Payments \$; \$	
Security, Pest, Housekeeper, & Associa	tion Fees \$	Parking & Tolls \$; Inclusion Amt. (I'll do) \$; \$	
* IRS REQUIRES THAT YOU KEE		** I ATTEST TO THESE MILEAGE FIGURE	ES (initial) **	
* = Circle "Leased" if car was leased,	and CAR DATA FOR EACH	CAR USED IN MINdraw an arrow to which	car was leased.*	
Year, Make and Model	· 	Miles Driven for Ministry Purposes Only	<u>;</u>	
Date Purchased/Leased*		Total Miles the Vehicle Was Driven (full yr.)		
Purchase/Lease Price Incl. Tax \$; \$	R. T. Job Commute; Is there more than 1 car is	n your home?	

TAX PREP FINANCIAL SERVICES

(Revised 1/24/23)

"Pay <u>YOURSELF</u>, not the IRS" www.JeffTheTaxMan.com

Personal Income Tax Preparation Personal Tax Estimating Personal Tax Planning

DO NOT add the purchase price of these items in with "Office Supplies" or home office "Repairs".

FOR REPEAT CLIENTS, REPORT JUST THE CHANGES TO WHAT WE HAVE ON FILE FROM LAST YEAR.

DEPRECIATION WORKSHEET FOR (name of job/bus./min./rental activity)

** Complete the first four columns, even if purchased prior to going into business or ministry. Include home improvements if you have a home office, equipment upgrades, software, desk, chair, lamp, file cabinet, bookshelf, table, computer, Ipad, Ipod, calculator, scanner, copier, fax machine, TV, CD, DVD player, stereo, cassette player, telephones, cell phones, answering machine, camera, PDA, power tools/equipment, appliances, and other capital assets.

		_	Business	Depreciation Taken in Prior Years			
	Month	Your Cost	or Invest-				
Description of Capital Asset	and Year	or Basis in	ment Use	Section	20	20	20
(Property/Furniture/Equipment)	Purchased	the Asset	%	179	Tax Yr	Tax Yr	Tax Yr
(110porty/1 difficulty/Equipment)	/	the Hisset	70	177	14/11	14/4 11	Tux II
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