

Business Information

Minister's Name	Ministry/Church Name	EIN/SSN	Tax Year
Email Address	Phone Number	Ministry Start Date	Claimed Last Year?
Ministry Address	City	State	ZIP Code

Receipts

Salary, excluding Housing Allowance (W2): _____

Housing Allowance (**can't claim office in home**): _____

Revival Offering & Speaking Honorarium: _____

Sales Income, including tax: _____

Other Income (describe): _____

Operating Expenses

Advertising & Marketing: _____

Bank & Credit Card Processing Fees: _____

Wages/Contract Labor Paid Out: _____

Church Property Insurance (paid by you): _____

Credit Card/Loan Interest (ministry only): _____

Tax Preparation Fees: _____

Professional Services: _____

Office Supplies (excluding furniture/equipment): _____

Church/Meeting Room Rent (paid by you): _____

Equipment - Rentals: _____ Repairs: _____

Church Utilities (paid by you): _____

Travel - Transportation: _____ Lodging: _____

Ministry Meals for Others: _____

Ministry Taxes & Licenses: _____

Out of Town Business Meals: _____

Number of Nights out of Town: _____

Ministry Use of Cell Phone: _____

Food/refreshments (ministry events): _____

Seminars (Seminary) & Education: _____

Uniform & Cleanings/Alterations: _____

Entertainment (of parishioners/ministers): _____

Cost of Goods Sold

Beginning Inventory (Jan 1st) (at wholesale): _____

Purchases of Product for Resale: _____

Personal Use of Sellable Product (at wholesale): _____

Sellable Product Given Away (at wholesale): _____

Cost of Labor to Produce Resale Products: _____

Supplies Bought to Produce Resale Products: _____

Ending Inventory (Dec 31st) (at wholesale): _____

Home Office Data

Home office space must be used exclusively for ministry work

Office/Storage Square Feet	Number of <u>Entire</u> Rooms Used
Entire Home Square Feet (minus garage)	Total Number of Rooms in Home

Date Home Was Rented/Purchased: _____

Purchase Price/Closing/Pre-Bus. Improvements: _____

Estimated Land Value (county tax appraisal): _____



Minister Data

Home Office Expenses

Real Estate Taxes (Form 1098): _____
Mortgage Interest (Form 1098): _____
Homeowner's/Renter's Insurance (Form 1098): _____
Rent Paid During Months in Ministry: _____
Lawn & Repairs (not improvements): _____
Security, Pest, Housekeeper, & HOA Fees: _____
Gas: _____ Water: _____ Electric: _____

Operating Expenses

Packaging Materials: _____
Ministry Postage & Freight (paid by you): _____
Gifts of Benevolence (cash, food, clothes): _____
Internet Expenses: _____
Publications: _____
Personal Dues to Denomination: _____
Other (_____): _____

Car Data

Mark data with asterisk() if leased*

	Car 1:	Car 2:
Year, Make, & Model:	_____	_____
Date Purchased/Leased*:	_____	_____
Purchase/Lease Price + Tax:	_____	_____
Ministry Miles Driven:	_____	_____
Commuting Miles Driven:	_____	_____
Total Miles Driven (calendar yr):	_____	_____

Car Expenses

	Car 1:	Car 2:
Gas:	_____	_____
Repairs & Maintenance:	_____	_____
Insurance, Tags, & Inspection:	_____	_____
Loan Interest/Lease* Payments:	_____	_____
Parking & Tolls:	_____	_____
Is there more than 1 car in your home?	_____	_____



Depreciable Assets

In this section, list all the business assets you purchased/invested in that depreciate over time. This includes home office improvements, equipment upgrades, phones, computers, tablets, cameras, calculators, software, scanners, copiers, fax machines, answering machines, desks, chairs, lamps, file cabinets, bookshelves, tables, other furniture, TVs, CD/DVD/Blu-Ray players, stereos, appliances, power tools/equipment, and other depreciable assets. **Only list new assets/improvements that you haven't listed to us in previous years.**

[illegible]