

# Instructions for Clergy Organizer

Below are instructions on how to complete our clergy organizer, which is divided into three main sections.

## Unreimbursed Clergy Expenses

This section is for you to list any expenses incurred for church use that were NOT reimbursed by the church. Many clergy members will purchase items that benefit the church out of their own pocket. You may use these expenses to reduce the self-employment tax you pay.

- Many common expenses incurred by clergy members are listed here. You may have an expense not listed. You can include that in the “Other” section. Ask your Tax Advisor if you’re not sure if an expense qualifies.
- Mileage driven from your home to the church and back for normal church duties (commuting) is not deductible. Deductible mileage could include: visiting a church member in a hospital or nursing home, driving to a store to purchase supplies for the church, traveling to religious functions not held at the church, mileage driven for income reported on a 1099-NEC, etc.

## Housing/Parsonage Allowance

This section lists the most common expenses incurred by clergy members that qualify for the housing allowance deduction. You may have an expense not listed here. Ask your Tax Advisor if you’re not sure if an expense qualifies.

- Please add up expenses in each category and record the total amount paid for the year in the appropriate box.
- Utilities are listed as a separate category since they can be used in different ways.
- Fair rental value of your home: It is up to you to determine this figure. *Your Tax Advisor cannot determine it for you.* The two most common methods to determine this amount are listed. It is to your benefit for this number to be as accurate as possible, as it is the lowest of the three tests for many clergy members.

Retain documentation for whichever method you use. If you are a renter, the amount you pay is generally considered the fair rental value. Rent for an unfurnished residence will need to be adjusted upward to reflect the value of a fully furnished residence.

## Self-employment

Many clergy members provide services outside the scope of their regular employment and are compensated for this (examples are listed). This is generally self-employment income reported on Schedule C (unless an organization issued you a W2 for these services). Report any such income in this section. You are allowed to offset this income with any expenses you incurred for providing the services (including mileage). Please report any such expenses on our Schedule C Tax Organizer. This can be downloaded from our website if it has not already been provided to you.

Contact your Tax Advisor if you have any questions!



**Unreimbursed Clergy Expenses (Expenses incurred for church use and not reimbursed by the church)**

Expense	Amount	Expense	Amount	Expense	Amount
<b>Legal &amp; Professional</b>		<b>Travel</b>		<b>Office Expense</b>	
Tax Preparation		Parking: Fees & Tolls		Computer	
Association Dues		Lodging		Software	
<b>Supplies</b>		Airfare		Postage & Shipping	
Robes		Auto Rental		Printing	
DVDs or other media		<b>Continuing Education</b>		Phone (Bus. %)	%
Books & Periodicals		Seminars		Internet (Bus. %)	%
Cleaning		Spiritual Direction		<b>Other:</b>	

**Vehicle Information**

Mileage	Make/Model	Date in Service	Clergy Miles	Total Miles	Loan Interest	Written Log
Vehicle 1						Yes / No
Vehicle 2						Yes / No

**Housing/Parsonage Allowance**

To qualify as excludable, the amount must be designated in advance in one of the following: employment contract/salary package, church minutes, church budget, or other official document indicating designation prior to employment.

Amount designated as housing allowance: \_\_\_\_\_

Please provide documentation of the amount designated as housing allowance. This could be the pastor's salary package, church minutes, church budget, or other official documentation.

**Permissible housing allowance expenses (You must keep records of all expenses)**

Expense	Amount	Expense	Amount	Expense	Amount
Down payment on new home		Appliances (purchase or repair)		Furnishings	
Total rent/mortgage payments		Home/renter's insurance		Repairs	
Property Taxes		Landscaping/Snow Removal		Other (Please list)	
HOA/Condo Fees		Cleaning Supplies			
Remodeling/Improvements		Yard/Garden/Pest Control			
House Supplies (light bulbs, etc.)		Decorations/paint/wallpaper		<b>Total:</b>	\$ 0.00

**Utilities for Housing Allowance**

Total amount paid in 2025:	Electric	Gas	Water/Sewer	TV/Internet	Phone	Trash/Recycling	Total
							0

**Fair Rental Value**

Per IRS guidelines, the taxpayer must determine the fair rental value of their home (including furnishings). There are two recommended methods: 1) Consult a real estate professional, or 2) Search local rental listings for comparable properties. Maintain documentation of either.

Fair rental value of your property: \_\_\_\_\_

**Self-Employment**

During 2025, did you perform services that were not reported on a W2 (weddings, funerals, supply preaching, etc)? If yes, list amounts below. Supply any Forms 1099 that were issued to you. Report any expenses on the **Schedule C Tax Organizer**.

Weddings: \_\_\_\_\_ Baptisms: \_\_\_\_\_ Supply preaching: \_\_\_\_\_  
 Other: \_\_\_\_\_ Funerals: \_\_\_\_\_