**Pastor’s Name**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |  | | |
| Middle Name: |  | | |
| Last Name: |  | | |
| Last four (4) of SSN: | ### - ## - | | |
|  |  | | |
|  |  | | |
| Today’s Date: |  | | |
|  |  | | |
| Requested  Date of Change: |  | | |
|  |  | | |
| Housing Allowance Requested: |  | | |
|  |  | | |
|  |  | | |
| Pastor’s Signature: |  | Date: |  |

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| --- | --- | --- | --- |
| Board of  Elder’s Approval: |  | Date: |  |
|  |  |  |  |
| Note: | Change will be made the payroll **after** the Board of Elder’s approves the change.  This action is recorded in the church minutes.  *Under section 107 of the Internal Revenue Code an ordained minister of the gospel is allowed to exclude from gross income (in computing federal income taxes) the housing allowance paid as part of ministerial compensation to the extent used to provide a home. (The minister may also exclude the value of a home provided rent-free for the minister’s use and the cost of utilities paid by the church for that home.)*  You should keep an accurate record of your housing expenses to provide proof of any amounts excluded from gross income in filing your federal income taxes. Amounts not used for qualified housing expense should be reported; by you as additional taxable income. | | |

***Business Office Use Only***

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| Entered By: |  | Date: |  |