

Notification of housing allowance from the church to the minister

To: _____
(Minister's name)

Date: _____

This is to advise you that at the business meeting of _____

Baptist Church held on _____, _____, your housing
(Year)

allowance for the year _____ was officially designated and fixed in the amount of
(Year)

\$ _____. Accordingly, \$ _____ of the total
(Year)

payments to you during the year _____ (and all future years until changed by official church action) will constitute your housing allowance.

[If a parsonage is provided, add: *You will also have rent-free use of the home located at _____ for the year _____. Utilities will be paid by _____ the church _____ the minister.*]

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 the housing allowance paid as a part of compensation to the extent used to provide a home. (The minister may also exclude the value of a church-owned 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 tax return. It is your responsibility as a taxpayer to accurately report your income.

Sincerely,

(Clerk's signature)