



ANNUAL HOUSING EXPENSES WORKSHEET

DO NOT SEND TO MBA

Always keep receipts or other records of your actual housing expenses.

Rent (If a primary residence was rented for all or part of the year)	\$	_____
Down payment on a home	\$	_____
Remodeling and improvements	\$	_____
Installment payments on a mortgage loan to purchase or improve your home (includes both principal and interest)	\$	_____
Furnishings and appliances (purchase and repair)	\$	_____
Utilities connected with the dwelling (gas, water, sewer, electricity, trash pick up, and local telephone charges)	\$	_____
Property Insurance	\$	_____
Real Estate taxes	\$	_____
Homeowners association dues	\$	_____
Repairs	\$	_____
Maintenance (household cleansers, light bulbs, pest control, yard service, etc.)	\$	_____
Other expenses of the home (do not include expenses for food or servants)	\$	_____
Actual ANNUAL Housing Expenses	\$	_____

You can only claim clergy housing allowance on the lesser of the three amounts listed below.

1. Actual housing expenses for this year (see above)	<u>ANNUAL TOTAL</u>	\$	_____
2. Actual Fair Rental Value (home + furniture + utilities)	<u>ANNUAL TOTAL</u>	\$	_____
3. The amount declared as housing by MBA	<u>ANNUAL TOTAL</u>	\$	_____

In order to claim clergy housing allowance exemptions for federal income tax purposes on your retirement distributions you must:

1. have been credentialed during the time the contribution was made
2. have earned the income for the contribution from ministry
3. be retired
4. consider the expenses on your primary residence only

Keep for your records

Description of Retirement

This description is intended to provide guidelines under which a minister may declare housing on retirement account disbursements.

What constitutes "retirement" for purposes of these rules about SECA tax and the housing allowance depends on an individual's particular facts and circumstances. Ministers with questions about whether they are "retired" for this purpose should consult their tax advisors. Ultimately, the minister must make this decision. Many facts and circumstances may be relevant in determining whether retirement has occurred. For example, if a minister is receiving retirement benefits from a plan and is making contributions to the same plan, the IRS may not consider that minister retired for purposes of the housing allowance and the favorable SECA tax treatment.

Similarly, the IRS may view ministers as not retired if they have not had a meaningful break in service or change in work duties. Additionally, the IRS may not view you as retired if you are age 70 1/2 or older and have filed the paperwork to delay a required minimum distribution from your retirement account.

Ministers and their tax advisors should work together to address the relevant facts and circumstances of each individual case.