

Some taxing authorities allow you to deduct expenses that are ordinary and necessary for your line of work and that help you do your job. (If your employer reimburses you and doesn't include the payment on your W-2 form, you won't be able to take a deduction for those expenses.)

Name: \_\_\_\_\_ Tax Year: \_\_\_\_\_

\$ \_\_\_\_\_ Housing Allowance Received

### 1. Parsonage Allowance

\$ \_\_\_\_\_ Mortgage Payment  
 \$ \_\_\_\_\_ Rent  
 \$ \_\_\_\_\_ Taxes - home/property taxes  
 \$ \_\_\_\_\_ Homeowners Insurance  
 \$ \_\_\_\_\_ Repairs - home/maintenance  
 \$ \_\_\_\_\_ Utilities  
 \$ \_\_\_\_\_ Furnishings

### 2. Supplies & Expenses

\$ \_\_\_\_\_ Books - religious music  
 \$ \_\_\_\_\_ Business cards  
 \$ \_\_\_\_\_ Business Meals  
 (enter 100% of expense)  
 \$ \_\_\_\_\_ Greeting cards  
 \$ \_\_\_\_\_ Legal & professional services  
 \$ \_\_\_\_\_ Map book  
 \$ \_\_\_\_\_ Photocopy expense  
 \$ \_\_\_\_\_ Postage  
 \$ \_\_\_\_\_ Software -  
 appointment/calendar  
 \$ \_\_\_\_\_ Software - theological  
 \$ \_\_\_\_\_ Vestments  
 \$ \_\_\_\_\_ Vestment - repairs  
 \$ \_\_\_\_\_ Vestment - cleaning  
 \$ \_\_\_\_\_ Computer & Accessories  
 \$ \_\_\_\_\_ Other: \_\_\_\_\_

### 3. Telephone Expenses

\$ \_\_\_\_\_ Telephone (Not home)  
 \$ \_\_\_\_\_ Cellular Purchase  
 \$ \_\_\_\_\_ Monthly Cellular Expenses  
 \$ \_\_\_\_\_ Internet  
 \$ \_\_\_\_\_ Cell Phone Apps  
 \$ \_\_\_\_\_ Other: \_\_\_\_\_

### 4. Miscellaneous Expenses

\$ \_\_\_\_\_ Business & professional  
 associations  
 \$ \_\_\_\_\_ Professional subscriptions  
 \$ \_\_\_\_\_ Other: \_\_\_\_\_

### 5. Auto Travel

\_\_\_\_\_ Educational (mi.)  
 \_\_\_\_\_ Funerals (mi.)  
 \_\_\_\_\_ Infirm. - Hospital visits (mi.)  
 \_\_\_\_\_ Parishioner meetings (mi.)  
 \_\_\_\_\_ Parking/Tolls  
 \_\_\_\_\_ Out-of-town travel (mi.)  
 \_\_\_\_\_ Outings - congregation (mi.)  
 \_\_\_\_\_ Tolls  
 \_\_\_\_\_ Weddings (mi.)  
 \_\_\_\_\_ Other: \_\_\_\_\_

### 6. Travel - out of town

\$ \_\_\_\_\_ Airfare  
 \$ \_\_\_\_\_ Bridge & highway tolls  
 \$ \_\_\_\_\_ Bus & subway  
 \$ \_\_\_\_\_ Car rental  
 \$ \_\_\_\_\_ Laundry  
 \$ \_\_\_\_\_ Lodging (do not  
 combine with meals)  
 \$ \_\_\_\_\_ Meals (do not combine  
 with lodging)  
 \$ \_\_\_\_\_ Parking  
 \$ \_\_\_\_\_ Porter, bell captain  
 \$ \_\_\_\_\_ Taxi  
 \$ \_\_\_\_\_ Train  
 \$ \_\_\_\_\_ Other: \_\_\_\_\_

### 7. Continuing Education

\$ \_\_\_\_\_ Correspondence course fees  
 \$ \_\_\_\_\_ Course registration  
 \$ \_\_\_\_\_ Materials & supplies  
 \$ \_\_\_\_\_ Photocopy expense  
 \$ \_\_\_\_\_ Reference material  
 \$ \_\_\_\_\_ Seminar fees  
 \$ \_\_\_\_\_ Textbooks  
 \$ \_\_\_\_\_ Other: \_\_\_\_\_

### 8. Licensing

\_\_\_\_\_ Date of licensing/ordination

### 9. Social Security

\_\_\_\_\_ Date of Social Security

Please provide a copy of form  
 4361 "opt out"