Tax Prep Financial Services "Pay <u>YOURSELF</u>, not the IRS"

## INCOME TAX DATA FOR *MINISTERS*

Minister's Name	Ministry/Church Name	S. S./EIN #	Tax Year
Ministry Address	City, State, & Zip Code	Ministry Pho	one #
THIS WORKSHEET TO BE	USED ONLY BY FULLY ORDAINED MINISTE	<b>RS.</b> Have you filed Form 4361 to	be exempt from S-E tax?

\* Please note that you CANNOT deduct expenses for an office in the home if you are receiving a parsonage/housing allowance.

Date You Started Your Ministry; Claimed last yr.?	OPERATING EXPENSES (Only Those Personally Pd. By You)
<b><u>RECEIPTS</u></b> (total \$s collected net of discounts) (@ <u><b>RETAIL</b></u> )	Advertising & Promotions (business cards/flyers) \$
Salary ( <u>excluding</u> Housing Allowance) (W-2)	Bank and C.C. Fees (on separate ministry acct.s) §
Housing Allowance ( <mark>can't claim Office in Home</mark> )\$	Church Property Insurance (Paid by You) \$
Revival Offering & Speaking Honorarium Incomes	Loan/Credit Card Interest Used for Ministry \$
Book, CD, DVD, etc. Sales Income, Incl. Tax	Ministry Legal/Tax/Professional Fees (tax prep.) \$
Other Income (ex., reimbursements) (specify)	Sun. Sch./Off. Supp. ( <mark>furn./equip. on Depr. W/s</mark> ) \$
* Personal use, gifts, & invent. valued @ wholesale = your cost	Church Rent (incl. meeting rooms Paid by You) \$
COST OF BOOKS/CDs/DVDs etc. (RE)SOLD(@ <u>WHOLESALE</u> )	Car or Equip. (ex., copier) Rentals (Paid by You) \$
Beginning Inventory on 1/1/ (if 1st yr., = "0") \$	Church Bldg./Equipment Repairs (Paid by You) \$
Purchase of Books/CDs etc. for Resale + tax	Taxes (sales & payroll) Paid & Minister's License \$
Personal Use of Saleable Products (@ wholesale) \$	Ministry Travel (plane/train/bus) (Paid by You) \$
Saleable Products Given Away (@ wholesale) \$	Ministry Hotels (at local or out-of-town meetings)
Cost of Labor to Produce Books/CDs/DVDs etc. \$	Ministry Meals (seminars/luncheons/banquets) \$
Materials & Supplies to Produce Books/CDs etc. \$	Out of Town Min. Meals \$; # of nights out of town
Ending Inventory on 12/31/(@ wholesale) \$	Food/Refreshments (ministry dinners/fellowships)
* The office in home space must be used exclusively for ministry	Entertainment (of parishioners or ministers) \$
<u>OFFICE IN HOME DATA</u> ( <mark>if 2 homes used, separate by a '';''</mark> )	Church Utilities (phone, electric) (Paid by You) \$
Office & Storage: Sq. Ft. & # of entire rooms used	Cell Ph., Beeper, Call Notes ( <u>ministry use only</u> )* \$
Entire Home: Sq. Ft. (excl. garage) & # of rooms	Gifts of Benevolence (cash/food/clothes)
Date Apartment/House Rented or Purchased	Seminary/Bible Coll. Tuition + Books/CDs/DVDs \$
Purch. Price + Closing <mark>+ Improve. Prior to Min.</mark> \$	Ministry Postage (stamps) & Freight (Pd. by you)
Est. Value of Land Only (county tax appraisal) \$	Publications (religious newspapers/magazines)
<u>OFFICE IN HOME DEDUCTIONS</u> (for 2, separate by a ";")	Personal Dues to Church Denomination \$
Mortgage Int. ( <u>only</u> ) (Form 1098/coupon book) \$	Uniforms/Robes + Uniform Cleaning/Alterations \$
Real Estate Taxes (Form 1098/coup. book/checks)	Other (describe) \$
Homeowner/Hazard/Renter's Insur. (1098/checks)\$	<u>TOTAL (full year) CAR EXPENSES Car #1 Car #2</u>
Rent (NOT mortgage) Pymts. (while in ministry)\$	Gas, Repairs, Parts, Maint., & Car Wash \$; \$
Repairs ( <b>put improve. on Depr. W/s only</b> ), Lawn\$	Insurance, Tags, Inspec., OnStar, & AAA \$; \$
Utilities: Gas \$ Electric \$	Car Loan Interest ( <u>only</u> )/ <u>Lease</u> * Payments \$; \$
Security, Pest, Housekeeper, & Association Fees \$	Parking & Tolls \$; Inclusion Amt. (I'll do) \$; \$
* IRS REQUIRES THAT YOU KEEP A MILEAGE LOG *	** I ATTEST TO THESE MILEAGE FIGURES (initial) **
* = Circle " <i>Leased</i> " if car was leased, and <u>CAR DATA FOR EAC</u>	<u>H CAR USED IN MIN.</u> draw an arrow to which car was leased.*
Year, Make and Model;	Miles Driven for Ministry Purposes Only ;
Date Purchased/Leased*;	Total Miles the Vehicle Was Driven ( <u>full yr.</u> );
Purchase/Lease Price Incl. Tax \$; \$	R. T. Job Commute; Is there more than 1 car in your home?

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Personal Income Tax Preparation Personal Tax Estimating Personal Tax Planning

DO NOT add the purchase price of these items in with "Office Supplies" or home office "Repairs".

FOR REPEAT CLIENTS, REPORT JUST THE CHANGES TO WHAT WE HAVE ON FILE FROM LAST YEAR.

## DEPRECIATION WORKSHEET FOR (name of job/bus./min./rental activity)

\*\* Complete the first four columns, even if purchased prior to going into business or ministry. Include home improvements if you have a home office, equipment upgrades, software, desk, chair, lamp, file cabinet, bookshelf, table, computer, Ipad, Ipod, calculator, scanner, copier, fax machine, TV, CD, DVD player, stereo, cassette player, telephones, cell phones, answering machine, camera, PDA, power tools/equipment, appliances, and other capital assets.

		_	Business	Depreciation Taken in Prior Years			
	Month	Your Cost	or Invest-	<u>Depre</u>	ciation Tak	ken in Prior	Years
Description of Capital Asset	and Year	or Basis in	ment Use	Section	20	20	20
(Property/Furniture/Equipment)	Purchased	the Asset	%	179	Tax Yr	Tax Yr	Tax Yr
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