

FELLOWSHIP BIBLE CHURCH
Designation of Minister's Housing Allowance for 2024

The Fellowship Bible Church Elder Board has voted to allow their ordained/licensed ministers to designate up to \$5,833 per month of their salary as a Minister's Housing Allowance as permitted under IRS Code Section 107.

Based on this policy, I, _____, hereby request that in calendar year 2024, the church designate \$_____ per month of my salary as Minister's Housing Allowance. This amount is based upon my estimated monthly housing expenditures for the calendar year.

By signing below and requesting this minister's housing allowance designation, I acknowledge that I have read and understand the following:

1. Regardless of the amount of housing allowance designated on this form (and thereby not reflected on my W-2 as taxable wages), per IRS regulations, the maximum amount I can legally exclude from gross income for tax purposes is limited to the *lowest* of the following amounts: (a) the amount actually used to provide a home, (b) the amount officially designated as a housing allowance, or (c) the annual rental value of the home, including furnishing, utilities, garage, etc. Any excess housing allowance received must be reported as additional income.
2. I am responsible for documenting the actual amount of housing expenses incurred to support the exclusion of any housing allowance from gross income.
3. I may request a change in the amount of my housing allowance at any time during the year by submitting an updated version of this form; however such changes shall only operate prospectively (from the date of the action through the remainder of the year) and are subject to church-approved *monthly* maximum limits. Housing allowances may not be changed retroactively.
4. (For those who have not opted out of Social Security) The amount designated as housing allowance is excludable from taxable income for federal income tax purposes but *not* for self-employment (social security) tax purposes. The full amount of the housing allowance is subject to self-employment tax.
5. Housing allowances must be designated in advance. The designation of a portion of my salary as housing allowance is effective only *after* this form has been received by the church. Any payments received before the designation has been received by the church cannot be treated as housing allowance.

Signature: _____

Date: _____

(for church use only)

Date received: _____

Approved: _____

Date: _____