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**Tax Preparation Specialists**

**Tax Information for  
Clergy**

- \_\_\_\_\_ Accounting & Tax Preparation Fees and Software
- \_\_\_\_\_ Advertising (Business Cards, Magazines, Papers, Signs, Radio & Television)
- \_\_\_\_\_ Alarm Service
- \_\_\_\_\_ Auto Equipment Holder
- \_\_\_\_\_ Bank Charges
- \_\_\_\_\_ Bookkeeping
- \_\_\_\_\_ Clergy Related Travel - Luggage
- \_\_\_\_\_ Clergy Related Credit Card – Annual Fees
- \_\_\_\_\_ Clergy Related Mileage @ \_\_\_\_\_ cents per mile
- \_\_\_\_\_ Clergy Related Casual Labor
- \_\_\_\_\_ Clergy Specific Clothing
- \_\_\_\_\_ Cost of Books of Faith & Religious Literature
- \_\_\_\_\_ Delivery/Freight (FedEx, UPS)
- \_\_\_\_\_ Dues – Religious Societies
- \_\_\_\_\_ Education - Books
- \_\_\_\_\_ Education (Seminary Classes, Continuing Education, Conventions & Seminars)
- \_\_\_\_\_ Education – Mileage @ \_\_\_\_\_ cents per mile
- \_\_\_\_\_ Education – Professional Development
- \_\_\_\_\_ Emblems – Religious Jewelry, etc.
- \_\_\_\_\_ Entertainment – Youth Groups, Counseling, etc.
- \_\_\_\_\_ Equipment Repairs
- \_\_\_\_\_ Equipment Rentals
- \_\_\_\_\_ Gifts (\$25 Maximum Per Person)

- \_\_\_\_\_ Insurance
- \_\_\_\_\_ Interest on Business Debt/Business Mortgage
- \_\_\_\_\_ Licenses
- \_\_\_\_\_ Love Offerings (May be Charitable)
- \_\_\_\_\_ Maintenance & Maintenance Contracts
- \_\_\_\_\_ Medical – Employee Related
- \_\_\_\_\_ Medical – Employer Related
- \_\_\_\_\_ Notary Fees
- \_\_\_\_\_ Office Supplies (Pens, Pencils, Briefcase, Clipboards, ID Case, Water Delivery, Small Tools)
- \_\_\_\_\_ Outside Services
- \_\_\_\_\_ Paging Service, Telephone Answering Service
- \_\_\_\_\_ Payroll Paid to Others (W2s)
- \_\_\_\_\_ Payroll Taxes
- \_\_\_\_\_ Pest Control
- \_\_\_\_\_ Postage
- \_\_\_\_\_ Printing
- \_\_\_\_\_ Professional Services
- \_\_\_\_\_ Software
- \_\_\_\_\_ Taxes
- \_\_\_\_\_ Telephone (Cellular Phone Charges, Long Distance Charges)
- \_\_\_\_\_ Tools
- \_\_\_\_\_ Transportation Expenses
- \_\_\_\_\_ Travel (Away From Home Overnight)
- \_\_\_\_\_ Travel @ \_\_\_\_\_ cents per mile or Airfares
- \_\_\_\_\_ Travel, Other
- \_\_\_\_\_ Uniforms (Shirts, Shoes, Repairs and Purchases)
- \_\_\_\_\_ Uniform Cleaning or Laundry at \$1 per Load

\_\_\_\_\_ EQUIPMENT PURCHASED THIS YEAR  
\_\_\_\_\_ EQUIPMENT DEPRECIATION (From Prior Years)

**PARSONAGE METHOD ONE**

\_\_\_\_\_ Value of Parsonage Owned by Church  
\_\_\_\_\_ Rent or Principal Payments  
\_\_\_\_\_ Taxes  
\_\_\_\_\_ Interest  
\_\_\_\_\_ Insurance  
\_\_\_\_\_ Repairs and Maintenance  
\_\_\_\_\_ Furniture, Appliances, etc.  
\_\_\_\_\_ Décor  
\_\_\_\_\_ Utilities  
\_\_\_\_\_ Household Supplies  
\_\_\_\_\_ TOTAL METHOD ONE

**PARSONAGE METHOD TWO**

\_\_\_\_\_ Fair Rental Value of Parsonage  
\_\_\_\_\_ Fair Rental Value of Furniture and Fixtures  
\_\_\_\_\_ Décor  
\_\_\_\_\_ Utilities  
\_\_\_\_\_ Miscellaneous  
\_\_\_\_\_ TOTAL METHOD TWO