

CLERGY HOUSING EXPENSE-RELATED EXCLUSION WORKSHEET FOR TAX PREPARATION

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| 1. Total distribution amount listed on Form 1099-R | \$ _____ |
| 2. Less: Your allowable exclusion amount | \$ _____ |
| 3. Taxable amount | \$ _____ |

On the appropriate line* of the U.S. Individual Income Tax Form 1040:

- Enter the total distribution amount (reference 1. above)
- Enter the taxable amount (reference 3. above)

**To avoid mistakes when logging income on appropriate lines of your U.S. tax form, please make sure to use and refer to the final tax form 1040 and instructions from the IRS' website (<https://www.irs.gov/individuals/tax-forms-and-publications>).*

Remember, the Unitarian Universalist (UU) Organizations Retirement Plan is an IRS qualified 401(a)/401(k) defined contribution, multiple employer, church retirement plan.

Be certain that you are complying with the IRS' rules and are claiming only the LESSER of your actual qualified housing expenses OR the FRV – again, whichever is LESS.

Important: It is up to the taxpayer to substantiate their claimed income exclusion amount if questioned by the IRS.

Expenses that may qualify for the clergy housing allowance exclusion, subject to the Fair Rental Value and Actual Expenditure limits, include such categories as:

- Mortgage Payments or Rent
- Homeowner's & Contents Insurance
- Down Payment on Primary Residence
- Real Estate Commission, Escrow Fees
- Homeowner's Association or Condo Fees
- Utilities (gas, power, water, base phone service, trash)
- Home Maintenance, Furnishings, Decorating

Staff of the UUA Office of Church Staff Finances and the UUA Treasurer and CFO do not provide tax advice. We encourage you to consult with your own financial advisor.