

Sample Manse Allowance Forms

Housing Allowance

Insert for Minutes of Meeting

The Clerk of Session informed the meeting that under the tax law an ordained minister of the gospel is (1) not subject to Federal Income Tax with respect to the housing allowance paid to him or her “as part of his or her compensation to the extent used by him or her to rent or provide a home” so long as the designated amount and the amount spent do not exceed the fair rental value of the home, including furnishings and appurtenances, plus the cost of utilities and (2) not subject to Federal Income Tax on the rental value of a home supplied to him or her rent-free.

The (Name of Church or other governing body) _____ on the _____ day of _____, 20____, after considering the statement of Rev.

_____ setting forth the amount Rev. _____ estimates he or she will be required to spend to rent or provide a home for himself or herself and his or her family during the year 20____, on motion duly made and seconded, adopted the following resolution: (or — The Church or other governing body on the _____ day of _____, 20____, after discussing the amount to be paid to Rev. _____ as a manse allowance, on motion duly made and seconded, adopted the following resolution:) “Resolved that Rev. _____ receive compensation of \$_____ for the year 20____. Rev. _____ receive a housing allowance of \$_____ for the year 20____ and all future years unless otherwise provided.” (If the minister is to have rent-free use of the home, also state: “Rev. _____ shall also have the rent-free use of the home located at _____ for the year 20____ and for every year thereafter so long as he/she is minister of the _____ church unless otherwise provided.) The housing allowance (and rent-free use of a home) shall be so designated in the official church records.