## INCOME TAX DATA FOR *MINISTERS*

www.JeffTheTaxMan.com (Rev. 12/31/14) Jeff Peterson, President

| Minister's Name                                     | Ministry/Church Name                  | S. S./EIN #  | Tax Year                       |
|---|---------------------------------------|--|--------------------------------|
| Ministry Address                                    | City, State, & Zip Code_              | (A/C) Ministry Phone #   |                                |
|   |                                       |  |                                |
| THIS WORKSHEET TO BE USED                           | ONLY BY FULLY ORDAINED N              | MINISTERS. Have you filed Form 4361 to be exen                   | npt from S-E tax?              |
| * Please note that you CANNOT dec                   | duct expenses for an office in the ho | ome if you are receiving a parsonage/housing allo                | wance.                         |
| Date You Started Your Ministry                      | ; Claimed last yr.?                   | OPERATING EXPENSES (Only Those Person                            | <mark>ally Pd. By You</mark> ) |
| <b><u>RECEIPTS</u></b> (total \$s received net of o | discounts) (@ <u>RETAIL</u> )         | Advertising & Promotion (business cards/flyers)                  | \$                             |
| Salary ( <u>excluding</u> Housing Allowance)        | ) (W-2) \$                            | Bank Fees (on separate minstry accounts)                         | \$                             |
| Housing Allowance (can't claim Office               | <mark>ce in Home</mark> )\$           | <u>Church</u> Property Insurance ( <u>Paid by You</u> )          | \$                             |
| Revival Offerings & Speaking Engager                | ments \$                              | Loan/Credit Card Interest Used for Ministry                      | \$                             |
| Book, Tape, Video, etc. Sales Including             | g Tax \$                              | <u>Ministry</u> Legal/Tax/Professional Fees (tax prep.)          | \$                             |
| Other Income (ex., reimbursements) (sp              | pecify) \$                            | Sun. Sch./Off. Supp. (furn./equip. on Depr. W/s)                 | \$                             |
| * Personal use, gifts, & invent. value              | ed @ wholesale = your cost            | <u>Church</u> Rent (incl. meeting rooms <u>Paid by You</u> )     | \$                             |
| COST OF BOOKS/CDs/DVDs etc. (                       | RE)SOLD(@ WHOLESALE)                  | Car or Equip. (ex., copier) Rentals (Paid by You)                | \$                             |
| Beginning Inventory on 1/1/ (if 1st                 | yr., = "0") \$                        | <u>Church</u> Bldg./Equipment Repairs ( <u>Paid by You</u> )     | \$                             |
| Purchases of Books/CDs etc. for Resald              | e + 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 (@ who                 | olesale) \$                           | Ministry Hotels (at local or out-of-town meetings)               | )\$                            |
| Cost of Labor to Produce Books/CDs/I                | DVDs etc. \$                          | Ministry Meals (seminars/luncheons/out-of-town)                  | \$                             |
| Materials & Supplies to Produce Books               | s/CDs etc. \$                         | Food/Refreshments ( <u>ministry</u> dinners/fellowships          | )\$                            |
| Ending Inventory on 12/31/ (@ wh                    | olesale) \$                           | Entertainment (of parishioners or ministers)                     | \$                             |
| * The office in home space must be us               | ed <u>exclusively</u> for ministry    | <u>Church</u> Utilities (phone, electric) ( <u>Paid by You</u> ) | \$                             |
| OFFICE IN HOME DATA (if 2 hom                       | nes used, separate by a '';'')        | 2 <sup>nd</sup> , Separate, Ministry Ph. Line + Min. Long Dist   | c.\$                           |
| Office & Storage: Sq. Ft. & # of entire             | e 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 Purch                | hased                                 | Seminary/Bible Coll. Tuition + Books/CDs/DVDs                    | \$                             |
| Purch. Price + Closing + Improve. Pri               | <mark>ior to Min.</mark> \$           | Ministry Postage (stamps) & Freight (Pd. by you)                 | )\$                            |
| Est. Value of Land Only (county tax ap              | ppraisal) \$                          | Publications (religious newspapers/magazines)                    | \$                             |
| OFFICE IN HOME DEDUCTIONS                           | (for 2, separate by a ";")            | Personal Dues to Church Denomination                             | \$                             |
| Mortgage Int. (only) (Form 1098/coupe               | on book) \$                           | Uniforms/Robes + Uniform Cleaning/Alterations                    | \$                             |
| Real Estate Taxes (Form 1098/coup. bo               | ook/checks)\$                         | Other (describe)   | \$                             |
| Homeowner/Hazard/Renter's Insur. (10                | 098/checks)\$                         | TOTAL (full year) CAR EXPENSES Car                               | ·#1 Car #2                     |
| Rent (NOT mortgage) Pymts. (while                   | in ministry)\$                        | Gas, Repairs, Parts, Maint., & Car Wash \$                       | ; \$                           |
| Repairs (put improve. on Depr. W/s o                | <mark>only</mark> ), Lawn\$           | Insurance, Tags, Inspec. Sticker, & AAA \$                       | ; \$                           |
| Utilities: Gas \$ Water \$                          | Electric \$                           | Car Loan Interest ( <u>only</u> )/ <u>Lease</u> * Payments \$    | ; \$                           |
| Security, Pest, Housekeeper, & Associa              | ation Fees \$                         | Parking & Tolls \$; Inclusion Amt. (I'll do) \$                  | ; \$                           |
| * IRS REQUIRES THAT YOU KE                          | EP A MILEAGE LOG *                    | ** I ATTEST TO THESE MILEAGE FIGURI                              | ES (initial) **                |
| * = Circle "Leased" if car was leased               | , and <u>CAR DATA FOR EACH</u>        | CAR USED IN MINdraw an arrow to which                            | car was leased.*               |
| Year, Make and Model                                | ;                                     | Total Miles the Vehicle Was Driven (full yr.)                    | ;                              |
| Date Purchased/Leased*                              | <u>;</u>                              | Miles Driven for Ministry Purposes Only                          | ;                              |
| Purchase/Lease Price Incl. Tax \$                   | ; \$                                  | R. T. Job Commute; Is there more than 1 car in                   | your home?                     |

## (Revised 12/31/14)

## TAX PREP FINANCIAL SERVICES

"Pay <u>YOURSELF</u>, not the IRS" www.JeffTheTaxMan.com

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, VCR, DVD player, stereo, cassette player, telephones, cell phones, answering machine, camera, PDA, power tools/equipment, appliances, and other capital assets.

|                                |                  |             | Business   |                                   |        |        |        |
|--------------------------------|------------------|-------------|------------|-----------------------------------|--------|--------|--------|
|                                | Month            | Your Cost   | or Invest- | Depreciation Taken 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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