

SPECIALTY WORK SHEET for the CLERGY

In order to maximize your deductions, please complete this form.

CLIENT _____

TAX YEAR _____

Questions	Answers
Are you Ordained, Licensed or the equivalent?	
Are you exempt from paying Social Security by virtue of filing Form 4361?	
Does your employer own and provide your parsonage? If so, what is it's rental value?	
Do you own your own home?	
What is your officially designated parsonage allowance?	

Accounting and Tax Preparation Fees and Software		Outside Services	
Advertising - Business Cards		Paging Service	
Advertising - Magazines, Papers and Signs		Payroll Paid to Others (W2s)	
Advertising - Radio, Television and Other		Payroll Taxes	
Alarm Service		Pest Control	
Auto Equipment Holder		Postage	
Bank Charges		Printing	
Bookkeeping		Professional Services	
Briefcase		Small Tools	
Clergy Related Travel - Luggage		Software	
Clergy Related Credit Card - Annual Fees		Supplies - Other	
Clergy Related Mileage @ _____ cents per mile		Taxes	
Clergy Related Casual Labor		Telephone - Answering Service	
Clergy Specific Clothing		Telephone - Cellular Telephone Charges	
Clipboards		Telephone - Long Distance	
Cost of Books of Faith and Religious Literature		Telephone - Other and Pay Phone Charges	
Delivery - FedEx or UPS		Tools	
Dues - Religious Societies		Transportation Expenses	
Education - Books		Travel Away From Home Overnight	
Education - Seminary Classes		Travel - Other	
Education - Continuing Education		Travel @ _____ cents per mile or Airfares	
Education - Conventions and Seminars		Uniforms - Shirts, Shoes, Repairs and Purchases	
Education - Mileage @ _____ cents per mile		Uniform Cleaning or Laundry at \$1 Per Load	
Education - Professional Development			
Emblems - Religious Jewelry, etc.		EQUIPMENT PURCHASED THIS YEAR:	
Entertainment - Youth Groups, Counseling, etc.		EQUIPMENT DEPRECIATION (From Prior Years)	
Equipment Repairs			
Equipment Rentals			
Freight		PARSONAGE - METHOD ONE	
Gifts - (\$25 Maximum Per Person)		Value of Parsonage Owned By Church	
Identification Case		Rent or Principal Payments	
Insurance		Taxes	
Interest on Business Debt		Interest	
Interest on Business Mortgage		Insurance	
Licenses		Repairs and Maintenance	
Love Offerings (May be Charitable)		Furniture, Appliances, etc.	
Maintenance and Maintenance Contracts		Decor	
Medical - Employee Related		Utilities	
Medical - Employer Related		Household Supplies	
Notary Fees		TOTAL METHOD ONE	
Office Supplies		PARSONAGE METHOD TWO	
Office Supplies - Pens, Pencils, etc.		Fair Rental Value of Parsonage	
Office Supplies - Water Delivery		Fair Rental Value of Furniture and Fixtures	
		Decor	
		Utilities	
		Miscellaneous	
		TOTAL METHOD TWO	

THE ABOVE EXPENSES ARE ORDINARY AND NECESSARY IN MY LINE O

ACCOUNTANT S

BYRD ACCOUNTING
207-656-5200

