

SPECIALTY WORKSHEET FOR 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 its 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 (W-2's)	
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 Nature	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	PARSONAGE – METHOD ONE	
Freight	Value of Parsonage Owned By Church	
Gifts – (\$25 Maximum Per Person)	Rent or Principal Payments	
Identification Case	Taxes	
Insurance	Interest	
Interest on Business Debt	Insurance	
Interest on Business Mortgage	Repairs on Maintenance	
Licenses	Furniture, Appliances, etc.	
Love Offerings (May be Charitable)	Décor	
Maintenance and Maintenance Contracts	Utilities	
Medical – Employee Related	Household Supplies	
Medical – Employer Related	TOTAL METHOD ONE	
Notary Fees	PARSONAGE – METHOD TWO	
Office Supplies	Fair Rental Value of Parsonage	
Office Supplies – Pens, Pencils, etc.	Fair Rental Value of Furniture and Fixtures	
Office Supplies – Water Delivery	Décor	
	Utilities	
	Miscellaneous	
	TOTAL METHOD TWO	