



***Tax
And Business
Service***

Ministers and the clergy			
Parsonage Allowance		Auto Travel (in miles)	
Allowance Received		Educational	
Interest – Home		Hospital Visits/Wedding/Funerals/Visitation	
Taxes – Home		Parishioner Meetings	
Rent – Home		Outings – Congregation	
Repairs – Home		Toll (\$)	
Insurance – Home		Parking (\$)	
Utilities – Home		Travel – out of town	
Supplies & Expenses			
Books- Music & Theology		Airfare	
Business Cards		Car Rental	
Clerical Service		Bus, Subway, Taxi, Parking, Tolls	
Entertainment (enter 100% of expenses)		Lodging (do not combine with meals)	
Insurance – Business		Meals (do not combine with lodging)	
Legal & Professional Services		Laundry	
Map Book		Telephone	
Photocopy & Greeting Cards		Continuing education	
Postage		Course & Registration Fees	
Software/Appointment/Calendar		Materials & Supplies	
Vestments & Vestment Repair		Reference Material/Photocopy	
Computer/On-Line Service		Seminar Fees	
Cellular/Paging/FAX		Textbooks	
FAX Transmissions		Equipment Purchases	
Miscellaneous expenses		Computer & Printer (Special IRS Rules)	
Business & Professional Associations		Answering Machine /Fax Machine/Pager	
Professional Subscriptions		Calculator & Copier	

Do not forget to retain your receipts!