To (minister’s name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is to advise you that at the business meeting of (CHURCH NAME) held on (DATE) your housing allowance for the year \_\_\_\_\_\_ was officially designated and fixed in the amount of $\_\_\_\_\_\_\_\_\_\_\_. Accordingly, $\_\_\_\_\_\_\_\_\_\_\_\_\_ of the total payments to you during the year \_\_\_\_\_\_ ( and al future years until changed by official church action) will constitute your annual housing allowance.

If parsonage is provided, add: *You will also have rent-free use of the home located at:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*for the year \_\_\_\_\_\_\_\_\_, utilities will be paid by*:

* The church
* The minister

This action is recorded in the church minutes.

You should keep an accurate record of your eligible housing allowance to provide proof of any amounts excluded from income for income tax purposes when filing your federal income tax return. You may not exclude a housing as income for SECA tax purposes. It is your responsibility as a taxpayer to understand and follow the limits about how much you can exclude from income as a housing allowance for income tax purposes and accurately report your income. For information on limits and reporting of housing allowance, see [*www.Guidestone.org/HousingAllowance*](http://www.Guidestone.org/HousingAllowance).

Sincerely,

Clerk’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_