E File Group, inc

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SPECIALTY WORKSHEET for CLERGY

In order to maximize your deductions, please complete this form

Taxpayer _____ **Tax Year** _____

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

Accounting and Tax Preparation Fees and Software	
Advertising - Business Cards	
Advertising - Magazine, Papers and Signs	
Alarm Service	
Bank Charges	
Bookkeeping	
Clergy Related Travel-Luggage	
Clergy Related Credit Card - Annual Fees	
Clergy Related Casual Labor	
Clergy Specific Clothing	
Cost of Books of Faith and Religious Literature	
Delivery - FedEx or UPS	
Dues - Religious Societies	
Education - Books	
Education - Seminary Classes	
Education - Continuing Education	
Education - Conventions and Seminars	
Education - Mileage	
Education - Professional Development	
Emblems - Religious Jewelry, etc.	
Entertainment - Youth Groups, Counseling, etc.	
Equipment Repairs	
Equipment Rentals	
Gifts - **($25 Maximum Per Person)**	
Interest on Business Mortgage	
Licenses	
Maintenance and Maintenance contracts	
Notary Fees	
Office Supplies	
Office Supplies - Water Delivery	

Payroll Paid Others **(W2's)**	
Payroll Taxes	
Pest Control	
Postage	
Printing	
Professional Services	
Software	
Transportation Expenses	
Travel, Airfares & Hotel	
Travel Meals	
Travel Mileage	
Uniforms - Shirts, Shoes, Repairs and Purchases	
Uniform Cleaning or Laundry at **$3.00 Per Load**	
Equipment Purchased This Year:	
Equipment Depreciation **(From Prior Years)**	
PARSONAGE - METHOD ONE	
Value of Parsonage Owned By Church	
Rent or Principal Payments	
Taxes	
Interest	
Insurance	
Repairs and Maintenance	
Furniture, Appliance, etc.	
Utilities	
TOTAL METHOD ONE:	
PARSONAGE METHOD TWO	
Fair Rental Value of Parsonage	
Fair Rental Value of Furniture and Fixtures	
Utilities	
Miscellaneous	