

## Housing Allowance Designation

To: \_\_\_\_\_  
*Name of Minister of the Gospel*

From: \_\_\_\_\_  
*Name of Employer*

Date: \_\_\_\_\_

RE: Housing Allowance Designation for \_\_\_\_\_  
*Year*

We have reviewed your Request for Housing Allowance Designation for Year \_\_\_\_\_, and hereby resolve that \$\_\_\_\_\_ of your \_\_\_\_\_ total compensation is deemed as a "housing allowance" within Section 107 of the Internal Revenue Code. We will report a ratable portion of each payroll check as a "housing allowance", which is generally exempt from income tax. It is your responsibility to maintain records of your actual housing expense in order to determine the ultimate income tax treatment of your housing allowance.

X \_\_\_\_\_  
*Church Leader* \_\_\_\_\_  
*Date*

X \_\_\_\_\_  
*Church Leader* \_\_\_\_\_  
*Date*