

Illustration B

**NOTIFICATION OF HOUSING ALLOWANCE
FROM THE CHURCH TO THE MINISTER**

Date: _____

Dear _____: (Pastor's Name)

This is to advise you that during the business meeting held on the _____ day of _____,

20____, the:

Church Name _____

City _____ State _____

Officially designated and **fixed** your housing allowance for the year 20____, in the amount of \$_____.

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

_____ for the year 20____, which is estimated to have a "**Fair Rental Value**" of \$_____. Please note that this amount is **in addition** to the Housing Allowance stated above.

This action has been recorded and is a part of the church minutes. You should keep an accurate record of your expenditures to provide a home in order to be able to substantiate any amounts excluded from gross income in filing your Federal Income Tax return.

Sincerely,

Clerk's Signature