

Request For Housing Allowance

To: **Board of Directors/Trustees**

From: _____

Date: _____

Please accept this as our request for a Housing Allowance in the amount of _____ this year. This is made pursuant to Internal Revenue Code Section 107, and I represent that I am a Qualified, Ordained, Licensed or Commissioned Minister of the Gospel, pursuant to Internal Revenue Code 107 and the regulations set forth in the Internal Revenue Code.

I am completely qualified to receive the above Housing Allowance based upon the qualifications of an Ordained Minister of the Gospel, and I certify that I have performed the sacerdotal functions of an Ordained or Licensed Minister for the previous year.

- Down Payment on Personal Residence _____
- House Payment (Principal & Interest) or (Rent) _____
- Real Estate Taxes _____
- Insurance (Contents) _____
- Insurance (Structure, i.e., fire, liability) _____
- Repairs & Upkeep (The reasonable cost of repairs of maintaining a home in the condition it was in when purchased.) _____
- Utilities (Heat, electric, gas & water) _____
- Garbage Service/Pest Control _____
- Alarm (Home Security)/Cable TV _____
- Lawn Care/Maintenance _____
- Internet System _____
- Sewage..... _____
- Furniture Acquired* _____
- Total Monthly..... _____
- Total Annually _____

*Furniture allowance is qualified under Internal Revenue Code Section 107, However, our experience reveals the defensibility of this item is very questionable.

Signature: _____ Date: _____

This request will be filed in your payroll folder and must become a part of our permanent documents.