

Sample Housing Allowance Letter

January 31, 2002

Pastor Pete
102 Main St
Ourtown, TX 77777

Please be advised that you have received a housing allowance of \$14,000.00 for 2001. Unless you have opted out of social security, you should include this housing allowance on Schedule SE. If you did not spend this much this on housing during your employment period, you should report the excess on Form 1040 line 21 other income.

The church is not required to provide you with this information. However the church has decided to provide you with this information as a courtesy to you. Do NOT attach this letter to your personal tax return.

Sincerely,
Linda Treasurer
Ourtown Christian Church