



THE EPISCOPAL
THE DIOCESE OF
NEW YORK
Diocesan Payroll Service
COMPENSATION WORKSHEET

Name _____ Effective Date _____

<u>Lay employees</u>	Fill in one blank below:		
\$ _____	annual salary	or	\$ _____ per hour

Clergy

Complete this worksheet. Use **annual** figures.

Annual salary/stipend	(A)	\$	_____
Cash housing allowance or	(B)	\$	_____
<i>fair rental value of church housing</i>			
<i>plus utilities</i> (C)		\$	_____
Subtotal (A+B or A+C)	(D)	\$	_____
FICA reimbursement (D x 0.0765)	(E)	\$	_____
Non-accountable allowances	(F)	\$	_____
Total Cash Compensation (A+B+E+F)	(G)	\$	_____

By law clergy are exempt from the Federal and State withholding requirement to which lay employees are subject. However, a cleric may elect to have either Federal, or State and local tax, or both withheld if desired. You may also have an additional amount of Federal income tax withheld to cover your self-employment tax obligation. If you have your taxes withheld, you will not need to file quarterly estimated tax returns. You have three choices. Please choose one.

1) Withhold all taxes — our recommended option
 _____ In addition to withholding all income taxes according to the exemptions on my W-4, please withhold additional Federal income tax of \$ _____ per year to cover my SE tax obligation.

2) Withhold no taxes
 _____ I choose to have no taxes withheld. I will file quarterly estimated tax returns for Federal, State and local taxes.

3) Withhold Federal and/or State and local income taxes only.
 _____ Please withhold **Federal** income taxes according to the exemptions on my W-4.
 _____ Please withhold **State and local** income taxes according to the exemptions on my W-4.

Important Note – The Diocesan Payroll office does not report changes in clergy or lay compensation to the Pension Fund. Please go to www.cpg.org to download the form you need to report changes directly to the Pension Fund.