

**COMPENSATION WORKSHEET**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lay employees** Fill in blank below

\_\_\_\_\_\_\_\_\_\_\_ annual salary $ \_\_\_\_\_\_\_\_\_\_ per hour

**Clergy**

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

Annual salary/stipend (A) $ \_\_\_\_\_\_\_\_\_\_\_\_

Cash housing allowance (B) $ \_\_\_\_\_\_\_\_\_\_\_\_

*fair rental value of church housing*

*plus utilities* (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 or may not also have an additional amount of Federal income tax withheld to cover your self-employment tax obligation. You have three choices. Please choose one.

***1) Withhold all taxes — our recommended option***

\_\_\_\_\_In addition to withholding all income taxes per the exemptions on my W-4, please withhold additional Federal income tax of $\_\_\_\_\_\_\_\_\_ per year to cover my Self-Employed 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 per the exemptions on my W-4.

\_\_\_\_\_ Please withhold **State and local** income taxes per the exemptions on my W-4.

**Authorized Signature:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Signature\Title

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

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