

[name of church]
[street address of church]
[city, state, zip]

Housing Allowance Allocation
Year [20xx]

Dear [Trustees, Church Council...], [church name]:

In accordance with IRS regulations, I submit the following request for my annual Housing Allowance allocation.

I request that \$_____ be allocated as Housing Allowance for the year. This represents approximately _____% of my salary. IRS guidelines specify that any monies not utilized in providing a home will be reported on my tax return as cash salary.

Sincerely,

Name of Minister

Approved at the [Trustees, Council] meeting dated _____

Signed _____ [Name] [Title]

Signed _____ [Name] [Title]