

2016 APPORTIONMENT REMITTANCES DEADLINE STATISTICAL INFORMATION INPUT DEADLINES, STATISTICAL INFORMATION INSTRUCTIONS & W-2 INFORMATION

To: Pastors of the Louisiana Annual Conference
From: Jan Curwick, Executive Director, Administrative Services/Treasurer/Statistician
Date: December 15, 2016

The Annual Conference by adopting the Report of the Conference Council on Finance and Administration has set the final date for 2016 Apportionment Remittances. **To be credited for 2016, Apportionments MUST be in the Conference Finance Office in Baton Rouge no later than 4:00 p.m. on Monday, January 9, 2017.**

Statistical Tables I, II, and III **and** the Table II Itemized Worksheet are to be entered online. You will access this system by going to the conference web-site www.la-umc.org and clicking on the link that will be on the home page; it should be the first button in the list of buttons towards the bottom of the page. **Print a copy of each completed Statistical Table (I, II and III) and the Itemized Worksheet for Table II from the online data entry site just before submitting.** You can begin entering information on January 4, 2017, at 10 AM. **The deadline for local churches to input the data online is 9 pm on January 11, 2017.** The system will be locked after that time/date and you will not be able to access it.

All required forms and information will be checked at the respective District locations. **The dates of the check will be January 17 and 18.** Times and places for checking will be announced through the District Offices. **You will receive instructions from your district as to how and when the checking of your entries will occur and how you are to submit your forms.**

At the check of the information entered on-line (the pastor, not an associate or other staff member) will take the documents to the check in location. **The following documents are required:**

- Statistical Table I (printed from online data entry **and** original pencil copy)
- Statistical Table II (printed from online data entry **and** original pencil copy)
- Table II Itemized Worksheet (printed from online data entry **and** original pencil copy)
- Table II Worksheet Senior Pastor Compensation & Expenses (original pencil form)
- Table II Worksheet Associate Pastor Compensation & Expenses (one for each associate) (original pencil form)
- Statistical Table III (printed from online data entry **and** original pencil copy)
- Report of the Pastor
- Report of the Finance Committee
- Fund Balance Report
- Report of the Trustees
- Attestation of the Pastor and Treasurer
- Safe Sanctuary Compliance Form
- Treasurer's Report for the Year (this form is not provided – it is whatever form the Treasurer uses to report on for the year)
- Copy of W-2 for all clergy and lay pastors
- Other Documents required by your particular district that are listed in their mailing to you

Remember you can call my office if you have questions; please read all instructions before calling. Thanks for your attention to this important work.

GENERAL INSTRUCTIONS

1. Please read **ALL** instructions and study your Tables, I, II, III and Worksheets carefully before completing same.
2. The information for all Statistical Tables, Worksheets and Reports is for a twelve (12) month period beginning January 1, 2016 and ending December 31, 2016.
3. **Do not** use ink or type on the computer when doing your initial Tables or Worksheets. **USE PENCIL.**
4. **Do not** write in any items or change the heading of any line (except for entering additional categories on Table II Itemized Worksheet on the lines with blanks. Write in the type of expense on the handwritten Table II Itemized Worksheet and then enter the totals on the *Other Category* on the on-line date entry).
5. Clearly mark the entire name of the church and its location. (ex: Sulphur, Wesley UMC instead of Wesley). This makes it easier to identify the records.
6. Always include the church's Employer Identification No. (Federal Tax ID No.) in this format ****_*******. Your employer identification number cannot be 00-0000000 and you cannot use the conference EIN.
7. Make sure figures are legible; that is, make sure that the figures can easily be read. This is especially true with being able to distinguish between 1, 7 and 9; 2 and 5; and 3 and 8.
8. Report finances in dollars only. That is, do not report cents but round to the nearest dollar. If the cents are under 50 cents you go to the lower dollar; if the amount is 50 cents or over 50 cents you go to the next highest dollar.
9. When there is nothing to report for a line item, enter "0".
10. When the tables and forms are complete:
 - a. Check if commas were used to make sure they are in the proper place. If a comma is misplaced, it can cause serious errors and increases in your apportionment.
 - b. Check lines with a "0" to make sure that it is reasonable that there is nothing to report on that line.
 - c. Check the line amounts against last year's amounts. If there is a large difference between what was entered on a line for last year and what is entered this year (either as an increase or decrease), double check the amounts for accuracy.
 - d. Check to be sure that figures were entered on the correct line. In the process of entering the worksheet to the on-line software, it sometimes happens that a series of figures are entered on the wrong lines, so verify that everything is on the proper line.
 - e. Check lines 48 – 57a and compare to last year to see if there are any large changes. **These lines comprise the audit formula. REMEMBER IT IS YOUR RESPONSIBILITY AND NOBODY ELSE'S RESPONSIBILITY TO MAKE SURE YOUR RECORDS ARE CORRECT.**

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ON-LINE INFORMATION IN GENERAL

1. **Remember, you may begin your data entry on January 4, 2017 at 10 AM and it must be completed by January 11, 2017 at 9 pm. Do not wait until the last minute!** The longer you wait the more people will be on the system and the more problems you will encounter. Although we are keeping the system open until 9 pm on January 11, there also will be nobody available to help you if you call after 4:30 pm on January 11, 2017.
2. If you are entering for more than one church, you must enter one church at a time. **DO NOT** open two browser windows and enter churches concurrently.
3. Go to the conference's website: www.la-umc.org and find the link on the Home page: "2016 Statistical Data Entry." At the log-in page, you will need to enter your church Username (six-digit permanent General church ID number) and your church Password (your Conference church ID number, which is usually a four-digit number). These numbers can be found on your Apportionment Remittance form and Benefits Billing sheet. When these numbers are entered, your church's information grid should come up.
4. To begin entering your local church's 2016 statistical data:
 - a. Click anywhere in the row labeled "2016" to highlight the entire row.
 - b. Click on the box that reads "View Selected Statistics" that is located next to your church's name above the grid.
5. To begin data entry for a Statistical Table or Worksheet click on the name above the Progress Summary.
6. To advance between line items, either hit the "Enter" or "Tab" button.
7. You can only enter information in the white boxes. The orange boxes will be inserted for you by the Conference office. The purple boxes are self-calculating boxes. You do not need to enter any information.
8. **Enter the Table II Itemized Worksheet BEFORE entering Statistical Table II.**
9. All fields must be filled, for 100% progress, or completion, before a Table can be submitted. If there is no data for a data field, enter a "0" into the field. The person entering the data MUST enter his/her full name, phone number and email address as the data entry person for each document or the data will NOT submit. After entering this data, the Save button MUST be clicked again.
10. Once you have completed your data entry session, click the "SAVE" located at the top, right corner of the page to save all entries. Upon saving, if calculated fields are out of balance, such as the Male/Female split not being equal to the Total Membership, a check sum error message will appear: **ERROR: Checksums do not match!** Go back to those fields that will now be highlighted in RED to correct your entries and then SAVE your changes. Review all the entities to ensure that they are accurate.
11. You can "SAVE", print and log out of the system and come back to your work as many times as you like.
12. To print a copy of the SAVED data, click the Print button located at the top, right corner of each Table.
13. You MUST "SUBMIT" your work in order for it to be complete. **Print a final copy BEFORE hitting SUBMIT. ONCE SUBMITTED, THE TABLE OR WORKSHEET IS CLOSED TO FURTHER**

EDITS; THAT IS, YOU CANNOT MAKE ANY CHANGES. CLICK THE SUBMIT BUTTON ONLY WHEN YOU ARE FINISHED EDITING THE DATA.

14. All tables MUST be submitted individually. Once submitted the table or worksheet is closed to further edits; that is, you cannot make any changes. Click the SUBMIT button only when you are finished editing the data. If further edits are necessary, contact your District office.
15. When you are ready to exit the program, please use the [Logout] button on the top, right side of your screen.
16. After April 4, 2017, you will be able to print a complete copy of your church's statistical tables with the fields that are imported by the Conference Treasurer's office.

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TOP “WHAT TO DO’S” FOR DIFFERENT TABLES/FORMS/REPORTS

STATISTICAL TABLE I

1. The number on Line 1 for 2016 must be the same as Line 9 from last year’s Statistical Table I. This information is listed on Line 9 of your form from last year’s statistical reporting; it may also be found on Line 1 of your church’s on-line form for 2016.
2. Lines 2c & 5c should be used for correcting membership figures.
3. Line 9 – “Total Professing Members” membership does not mean the number of active participants. To remove names one must follow the guidelines in the “Book of Discipline” (and this would be reported on Line 5a).
4. The total of Lines 9a through 9g must equal Line 9 and the total of Lines 9h and 9i must equal Line 9. Make sure you have entered this information on line correctly and that things did not change much from last year. It is easy to put numbers in the wrong box.
5. Line 10 is for regular service Average Worship attendance.
 - Do include regular worship services that are held at the church on a weekly basis, and include all who participate even if for only part of the worship service.
 - Do include regular worship services held at other locations. For example, if the church regularly does a weekly worship service at a nursing home it can be included.
 - Do include groups who are extensions of the church who are worshipping away from the church on a Sunday morning (e.g., youth retreats, mission trips).
 - Do not include small group meetings, choir practices, bible studies, etc. even if they start with a prayer and include a song.
 - Do not include worship services that are only held on special occasions such as revivals, Christmas Eve, Maundy Thursday, or Good Friday.
 - Do not include outreach services held by pastors or members of the church away from the church on a special basis (i.e., it is not regularly done on a weekly or monthly basis by that group at the location for that constituency).
 - Do not include on-line worship attendance. This is a GCFA ruling so that there is consistency in reporting across the connection (NOTE – this will change in 2017 record keeping for reporting in 2018).
6. Line 13 is the total of those individuals who are not members of the church but for whom the church has pastoral responsibility. The official definition is at ¶340.3 of the 2012 Book of Discipline. A new born baby would be a constituent until baptized, and then would be counted as a baptized member after that.
7. Line 28 is for reporting mission of the church
 - Do include persons working on mission teams
 - Do include persons who work in community ministries provided by your local church such as after school programs, food banks, or homeless ministries.
 - Do include persons who work as part of the church’s support of community ministries with other churches or organizations such as Habitat for Humanity.
 - Do not include persons who volunteer for ministries on their own without the support of endorsement of the church. Although this is important ministry, it should not be counted here.

- Do not include person who work in mission and outreach as part of their job.
- Do not report persons more than once.

8. The following relationships exist between Statistical Table I and the Report of the Pastor:

Statistical Table I (ST I)	Report of the Pastor (RP)
Line 2a	These names are listed on Line 2a of the RP. Thus, the total of the numbers on Lines 2a and 2b of ST I must equal the number of names listed on Line 2a of the RP.
Line 2b	
Line 3	These names are listed on Line 2b of the RP. Thus, the number on Line 3 of the ST I must equal the number of names listed on Line 2b of the RP.
Line 4	These names are listed on Line 2c of the RP. Thus, the number on Line 4 of ST I must equal the number of names listed on Line 2c of the RP.
Line 5a and Line 5b	These names are listed on Line 3a of the RP. Thus, the total of the numbers on lines 5a and 5b of ST I must equal the number of names listed on Line 3a of the RP.
Line 6	These names are listed on Line 3b of the RP. Thus, the number on Line 6 of ST I must equal the number of names listed on Line 3b of the RP.
Line 7	These names are listed on Line 3c of the RP. Thus, the number on Line 8 of ST I must equal the number of names listed on Line 3c of the RP.
Line 8	These names are listed on Line 3d of the RP. Thus, the number on Line 8 of ST I must equal the number of names listed on Line 3d of the RP.
Line 11a	These names are listed on Line 1 of the RP. Thus, the number on Line 11a of ST I must equal the number of names listed on Line 1 of the RP.
Line 11b	

STATISTICAL TABLE II (If there is more than one Associate Pastor see below for special instructions)

1. You **MUST** enter on-line the Table II Itemized Worksheet before entering Statistical Table II. The information from the Table II Itemized Worksheet will automatically populate the following lines on Statistical Table II: 44, 55, 56, 57a, 57b, 57, and 59. **SAVE BUT DO NOT SUBMIT** the Table II Itemized Worksheet before you have entered Statistical Table II and are ready to submit it, because you may find that there was an error on Table II Itemized Worksheet you need to correct.
2. Lines 35a, 35b, 37, 38, 39, 40, 41, 42, 45a, 45b, 45c, 45d, 45e, and 45f are imported by the conference office and do not need to be entered.

3. Line 32 should always be greater than “0” and should not be the exact same as last year. Line 32 must be at a minimum the figure listed on “Total amount of cash in all treasuries of the church” from the Fund Balance Report and is almost always greater than that amount.
4. Line 33 almost never exceeds the total of lines 31 and 32.
5. Line 43 is where money sent directly to the Louisiana Methodist Children’s Home is listed and where Church Starts Ministry (formerly 1000 Club) money is listed if it was not sent to the Conference Office.

FOR THE ENTRIES REGARDING PASTOR SALARIES

- Be careful and do not enter the Senior Pastor’s salary twice on line – once as the Senior Pastor and once as the Associate.
 - If the church had more than one senior pastor during the year (e.g., one pastor was assigned Jan 1 – June 30, 2016, and another pastor was assigned July 1 – December 31, 2016):
 - Complete a Table II Worksheet Senior Pastor Compensation & Expenses for each senior pastor.
 - Total the figures for all the senior pastors and enter the totals on another Table II Worksheet Senior Pastor Compensation & Expenses
 - Enter the totaled worksheet figures into the Table II Worksheet Senior Pastor Compensation & Expenses on-line
 - Provide copies of all Table II Worksheets Senior Pastor Compensation & Expenses to your district.
 - If the church has more than one associate during the year:
 - Complete a Table II Worksheet Associate Pastor Compensation & Expenses for each associate pastor.
 - Total the figures for all the associate pastors and enter the totals on another Table II Worksheet Associate Pastor Compensation & Expenses
 - Enter the totaled worksheet figures into the Table II Worksheet Associate Pastor Compensation & Expenses on-line
 - Provide copies of all Table II Worksheets Associate Pastor Compensation & Expenses to your district.
6. Line 46 is the total of the number on Line 5a of the Table II Worksheet Senior Pastor Compensation & Expenses 2016 AND Line 5a of the Table II Worksheet Associate Pastor Compensation and Expenses 2016 for all Associate Pastors. Remember if the church is on a charge, the amount that is entered is what is paid by that church. If the lead church on the charge writes the check to the conference but is reimbursed by the other church(es) on the charge, only the net amount is entered (that is total paid – amount reimbursed). This is money actually paid in 2016, not what was listed on the Compensation Form adopted at Charge Conference or the amount of the billings. Amounts which are paid directly to the General Board of Pensions and Health Benefits due to a voluntary reduction by the pastor(s), are not listed here but are included in the information on Line 48 or Line 49 of Statistical Table II (it is listed on Lines 1e of the Table II Worksheets of Senior Pastor and/or Associate Pastor and becomes part of the total for Line 48 or Line 49 of Statistical Table II).
 7. Line 47 is the total of the number on Line 5b of the Table II Worksheet Senior Pastor Compensation & Expenses 2016 AND of Line 5b of the Worksheet Table II Associate Pastor Compensation and Expenses 2016 for all Associate Pastors. Remember if the church is on a charge, the amount that is entered is what is paid by that church. If the lead church on the charge writes the check to the conference but is reimbursed by the other church(es) on the charge, only the net amount if entered (that is total paid – amount reimbursed). This is money actually paid in 2016, not what was listed on the Compensation Form adopted at Charge Conference or the amount of the billings.

8. Line 48 is the number on line 1 of the Table II Worksheet Senior Pastor Compensation & Expenses 2016. This is money actually paid in 2016, **not** what was listed on the Compensation Form adopted at Charge Conference.
9. Line 49 is the total of the number on Line 1 of the Table II Worksheet Associate Pastor Compensation & Expenses 2016 for all Associate Pastors. This is money actually paid in 2016, **not** what was listed on the Compensation Form adopted at Charge Conference.
10. Line 50 is the total of the number on Line 2 of the Table II Worksheet Senior Pastor Compensation & Expenses 2016 AND Line 2 of the Table II Worksheet Associate Pastor Compensation and Expenses 2016 for all Associate Pastors. This is money actually paid in 2016, **not** what was listed on the Compensation Form adopted at Charge Conference.
11. Line 51 is the total of the number on Line 3 of the Table II Worksheet Senior Pastor Compensation & Expenses 2016 AND Line 3 of the Table II Worksheet Associate Pastor Compensation and Expenses 2016 for all Associate Pastors. This is money actually paid in 2016, **not** what was listed on the Compensation Form adopted at Charge Conference. If the reimbursement was not done pursuant to the accountable plan, including itemized receipts, then the amount is included in Line 52 (and would be listed on Line 4 of the Table II Worksheets for Senior and Associate Pastor(s)).
12. Line 52 should be zero because all reimbursements paid in 2016 were to be by an accountable plan. If the church violated this rule of the Annual Conference, it is the total of the number on Line 4 of the Table II Worksheet Senior Pastor Compensation & Expenses 2016 AND the Table II Worksheet Associate Pastor Compensation and Expenses 2016 for all Associate Pastors. This is money actually paid in 2016.
13. Line 53 is money actually paid in 2016 for salary and benefits, **not** what was listed on the Compensation Form(s) adopted at Charge Conference.
14. Line 57 should not be “0” and should not be the exact same number as last year.
15. Lines 58 and 59. **Please study carefully the instructions on these two items:**
 - a. Figures reported on Line 58 should be the amounts paid on the principal and interest of prior years’ indebtedness.
 - b. Figures reported on line 59 should be the amounts paid from funds raised by the local church – either during the current year or accumulated over a number of years.
 - c. Expenditures from borrowed funds are not reported on Line 59 except to the extent that they are borrowed and repaid within the current year. Example: A church pays \$200,000 upon completion of an addition to a building. \$50,000 is paid from an accumulated Building Fund, and \$150,000 is borrowed. The church makes payments of \$1,500 per month on the mortgage, beginning in May. For the first year, it would report \$62,000 on Line 59 (\$50,000 from its Building Fund plus eight payments of \$1,500 each). In subsequent years, it would report \$18,000 on Line 58. (Twelve payments of \$1,500 each). This procedure ensures that each expenditure from local church funds is reported only once, over a series of reports covering several years.

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STATISTICAL TABLE III

1. Amounts received from loans are reported either on Line 62g if the loan proceeds were used for operating/program expenses or Line 63g if the loan proceeds were used for capital items.
2. Line 64b includes all grants of any type received from the conference except for Equitable Compensation Grants (which are listed on line 64a).

REPORT OF THE TRUSTEES

1. The Trustees are to review the amount of insurance on an annual basis and determine its sufficiency. By signing this form with Line 6f marked “yes” the Trustees are declaring that this has been done.

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W-2 INFORMATION

A COPY OF ALL CLERGY W-2 FORMS MUST BE PROVIDED DURING THE TIME FOR CHECKING THE STATISTICAL INFORMATION YOU REPORTED

YOU CAN OBTAIN A BLANK W-2 FORM FOR COMPLETION FROM VARIOUS GOVERNMENTAL LOCATIONS. YOUR DISTRICT OFFICE WILL HAVE FORMS BEGINNING JANUARY 3, 2017

FORM W-2 DEADLINES & IMPORTANT ITEMS FOR COMPLETING W-2 FORMS

- **Deadline to Employees:** Churches have until January 31, 2017 to provide a Form W-2 to its pastor(s) and lay employee(s) but may provide them earlier.
- **Deadline to Government:** Don't forget to send the federal and state governments their copy with the appropriate transmittal form (W-3 for federal government and L-3 for Louisiana). These forms are due earlier this year and must be submitted by January 31, 2017, whether the church files paper forms or electronically.

- **Federal Government**

Mail Copy A of Form W-2 and Form W-3 to:

Social Security Administration Data Operations Center
Wilkes-Barre, PA 18769-0001

If you use "Certified Mail" to file, change the ZIP code to "18769-0002." If you use an IRS-approved private delivery service, add "Attn: W-2 Process, 1150 E. Mountain Dr." to the address and change the ZIP code to "18702-7997." See Pub. 15 (Circular E) for a list of IRS-approved delivery services.

- **State Government**

Mail Copy 1 and Form L-3 to:

Louisiana Department of Revenue
P.O. Box 91017
Baton Rouge, LA 70821-9017

Churches with a large number of employees should check with their tax advisor about possible requirements for e-filing.

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- Here are a few important items to keep in mind when preparing Form W-2:
 - Type all entries using black ink and, if possible, in a 12-point Courier font. Entries are read by machine. Handwritten, script or italicized fonts or entries made in other than black ink cannot be read.
 - Use decimal points followed by cents (or zeroes for no cents). Do not use dollar signs or commas.
 - Do not make any erasures, cross-outs or whiteouts. Copy A must be error free. If you make an error, put an "X" in the "Void" box, use the next Form W-2 and start again. Do **not** write "corrected" on the next Form W-2.
 - As Form W-2 is printed with two forms on a single page, send in the whole Copy A page (the page printed with red ink) to the SSA even if one form is blank or void. Do not cut or fold the page. Do not staple Forms W-2 to each other, or to Form W-3.
 - If a box does not apply, leave it blank.

FORM W-2 REMINDERS

All Appointed Clergy must be issued a W-2 form by the church (not a 1099 Form).

The purpose of the following reminders is to give some general information on completing Form W-2 for clergy. Specific instructions on completing Form W-2 are available at <http://www.irs.gov/pub/irs-pdf/iw2w3.pdf>. **The General Council on Finance and Administration and the Louisiana Annual Conference of the UMC are not engaged in providing legal or accounting services and the information provided here should be used for guidance only. A competent professional should be sought for legal and tax advice.**

Box A is self-explanatory

Box B is the Employer Identification Number. Each local church (or charge) should have its own Employer Identification Number (EIN). Employer Identification Numbers can be obtained by filing IRS Form SS-4.

Box C is self-explanatory.

Box D (control number) does not have to be completed.

Box E is the employee's name. The name should be listed on the W-2 form as it is listed on the employee's social security card.

Box F is self-explanatory.

Box 1 contains certain items of compensation paid by the church. Set forth below are two lists, one for items that are reported in box 1 and the other for items that are not reported in box 1. These are meant to cover some of the more common items on clergy compensation. They do not cover all situations. **Churches should consult their own tax advisor regarding this information and for information about particular issues.**

ITEMS WHICH NEED TO BE REPORTED IN BOX 1

1. Salary, wages and bonuses
2. Gifts to the pastor that are paid through a church account
3. Any allowances (other than the housing allowance) must be reported as well as reimbursements that are made under a non-Accountable Reimbursement Policy. Also, any reimbursements that may have been listed on Section 3 of the Compensation Form but that were actually reimbursed without itemized receipts pursuant to an Accountable Plan MUST be included in Box 1 (for, e.g., if the church writes a check for 1/12 of the amount listed in Section 3 without requiring the documentation required by the Accountable Reimbursement Policy and IRS regulations, or if the church writes a check for the total of the Annual Conference amount without requiring documentation per the Accountable Reimbursement Policy and IRS regulations).
4. Anything paid by a church as a housing or utility allowance for a person who was a lay pastor MUST be included in Box 1.
5. Any amounts paid for mileage reimbursement in excess of the IRS rates (e.g. – for 2016, the IRS rate was \$.54 per mile. If a pastor were paid \$.60 per mile, the difference, \$.06 per mile, would have to be reported)
6. Taxable fringe benefits. The most common for clergy are:
 - a. The cost of employer-provided group term life insurance that exceeds \$50,000 (Note: The \$50,000 CPP death benefit alone would not be enough to require reporting. However, if the clergy is covered under CPP and there is another plan purchased by the church that provides life insurance for the pastor, then the cost of coverage in excess of \$50,000 must be included).
 - b. The value of the personal use of a church-provided automobile, whether owned or leased;
7. A social security allowance (or any portion of the minister's self-employment taxes paid by the church).
8. Reimbursements of non-qualified moving expenses (typically, a move less than 50 miles).
9. Salary reduction After-Tax contributions to the Board of Pensions and Health Benefits 403(b) Plan or other qualified plans

ITEMS NOT REPORTED IN BOX 1

1. Qualified moving expenses.

2. Salary reduction Pre-Tax contributions to the Board of Pensions and Health Benefits 403(b) Plan or other qualified plans (Report on Box 12E of the W-2).
3. Properly designated (in advance) housing and utility allowance. The housing resolution amount may be reported in Box 14 as "Housing Allowance". **THIS DOES NOT APPLY TO LAY PASTORS.** Any amount paid to a lay pastor for housing and utilities must be reported in Box 1.
4. Qualified health and medical plan premium payments (the Conference plan is a qualified plan). If other health and medical plan payments are made by the church on behalf of the pastor, such amounts are included in Box 1.
5. Reimbursement of business expenses under an **Accountable Reimbursement Policy** (must have actually been done in accordance with the plan including receipts). If there were no receipts then the amount must be included in Box 1.
6. Amounts deducted from the pastor's check for Health Savings Account Contributions.
7. Any other payments under a qualified salary reduction plan — e.g., amounts deducted for dependent care assistance.

Box 2, the local church is not required to do any federal income tax withholding for clergy. However, some clergy may request voluntary withholding by filing a Form W-4 with the church. If the church withheld taxes and remitted them to the government on behalf of the clergy, the withheld amounts are included in Box 2.

Boxes 3, 4, 5 & 6 are left blank for clergy. Clergy are defined as self-employed for Social Security or SECA purposes (under the Internal Revenue Code Section 3121 (b)(8)(A)). The church should not report Social Security/Medicare wages and must not do any Social Security/Medicare tax withholding. Any Social Security tax withholding done erroneously by the church (which comes from church funds) is additional reportable income to the pastor. If the church wishes to assist the pastor in paying all or a portion of his Social Security taxes, it should add an additional amount to the wages paid to the pastor and reported in Box 1 of the W-2.

Boxes 7, 8 & 9 are not applicable.

Box 10 is used to report amounts paid or incurred for dependent care assistance in a section 125 (cafeteria) plan.

Box 11 Amounts contributed to plans administered by the General Board of Pensions and Health Benefits or other 403(b) plans should not be included in this box. However, if a pastor is a participant in some other (non-qualified) plan, amounts withheld from the pastor's pay and sent to that plan may need to be reported here. The church's tax advisor should be consulted.

Box 12 is to be used to show codes and amounts of benefits or contributions for clergy. (See the IRS Form W-2 instructions for a complete list of codes.) The following codes are the most relevant for clergy:

1. Code E: Used to report amounts withheld from pay and contributed on a tax-deferred basis to a 403(b) employee salary reduction plan, which includes the WESPATH/GBOPHB UMPIP plan.
 - THIS IS THE EMPLOYEE UMPIP CONTRIBUTION THAT IS BILLED BY WESPATH/GBOPHB, NOT THE UMPIP that is paid by the church to the conference for ¼ time clergy). Amounts that are contributed on a tax-paid basis to UMPIP by the clergy should be included in Box 1.
 - THERE ARE SPECIAL RULES FOR ROTH CONTRIBUTIONS and how these contributions must be reported; the church should check with its tax advisor.
2. Code P: Qualified moving expense reimbursements paid directly to the employee.
3. Code W: H.S.A. Show any employer contributions, including amounts the employee elected to contribute by having the money withheld from his/her paycheck. For any clergy participating on the Conference's health insurance plan, the clergy person receives \$100 per month in the H.S.A. account as money provided by the employer (NOTE: This amount is paid by the church in the monthly health payment made by the church to the Conference.) In addition, if the pastor has money deducted from their paycheck for the HSA it is reported here. Thus, the amount to reported under Code W = (\$100 per month x number months for which the church was billed for the health insurance for the clergy person) + the amount the pastor had deducted voluntarily from his/her compensation. If a church is on a charge, the \$100 per month is prorated according to the percentage of the health insurance premium paid by the church.
4. Code DD: Health Insurance Cost provided by the church. The 2016 health insurance premium cost is \$1,060 per month or \$12,720 if the pastor worked at the church for the entire calendar year (this is the amount paid to the conference less the HSA contribution that is listed on Code W).

Box 13 Retirement Plan is checked if the pastor is a participant in the United Methodist Church CRSP or UMPIP pension plan (basically all clergy for whom the church receives a pension billing each month).

Box 14 may be used for additional reporting. If applicable, you include the amounts paid to the clergy person for housing allowance in lieu of parsonage and/or utility allowance here. Enter the words "Housing Exclusion" along with the amount. This does not apply to lay pastors. This is also the place where one could report that a parsonage is provided.

Boxes 15 State and Local Tax Information – Each local church must obtain a State Tax ID number from the Louisiana Department of Revenue. (This can be applied for on-line. <http://revenue.louisiana.gov/Businesses/BusinessRegistration>).

Box 16 is the same as Box 1

Box 17 is the amount, if any, withheld on a voluntary basis by the clergy for state taxes

Box 18 - 20 is left blank

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