

## **Clergy Tax Withholding Request Form**

**Complete this form to set specific Fed & State withholding amounts  
or submit the current year W4**

By law, clergy are exempt from the federal and state withholding requirements to which lay employees are subject. You may, however, choose to have federal or state taxes withheld from your *salary* (not from your housing allowance), to avoid having to file quarterly estimated tax returns. The amount withheld should approximate your annual tax liability, including self-employment tax, and be divided by 24 to equal the amount to be withheld per paycheck. If you request withholding but do not specify an amount, your withholding will be based on the number of exemptions that you indicate on your W-4.

Clergy Name: \_\_\_\_\_

Employer Name & City: \_\_\_\_\_ Parish Code: \_\_\_\_\_

I request withholding from my paycheck as follows:

**Federal:**  no withholding (*absolute value \$0.00*)  yes, withhold \$ \_\_\_\_\_ per pay period (24/yr)

**State:**  no withholding (*absolute value \$0.00*)  yes, withhold \$ \_\_\_\_\_ per pay period (24/yr)

CLERGY SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

***Tax Resources from CPG:*** Much of the confusion around clergy taxes stems from the dual tax status that is unique to clergy. While most clergy are considered employees for federal income tax reporting purposes, all clergy are self-employed for Social Security and Medicare tax purposes with respect to services performed in the exercise of ministry. [Click here for more information / resources](#) (or visit [www.cpg.org](http://www.cpg.org) and search “clergy taxes”)

If you use a tax preparer, give them an updated copy of the CPG [Clergy Tax Return Preparation Guide](#).

**CPG’s Hotline for clergy, employers and tax preparers with questions:**

If you have specific tax-related questions, we encourage you to contact your personal tax advisor or call our tax hotline at the numbers listed below.

- Nancy N. Fritschner, CPA (877) 305-1414
- Mary Ann Hanson, CPA (877) 305-1415
- Dolly Rios, CPA\* (833) 363-5751 \*bi-lingual in Spanish and English

[Click here to read bios of the on-call tax advisors](#)