HOW TO SET UP PAYROLL FOR CLERGY OR MINISTERS

Question

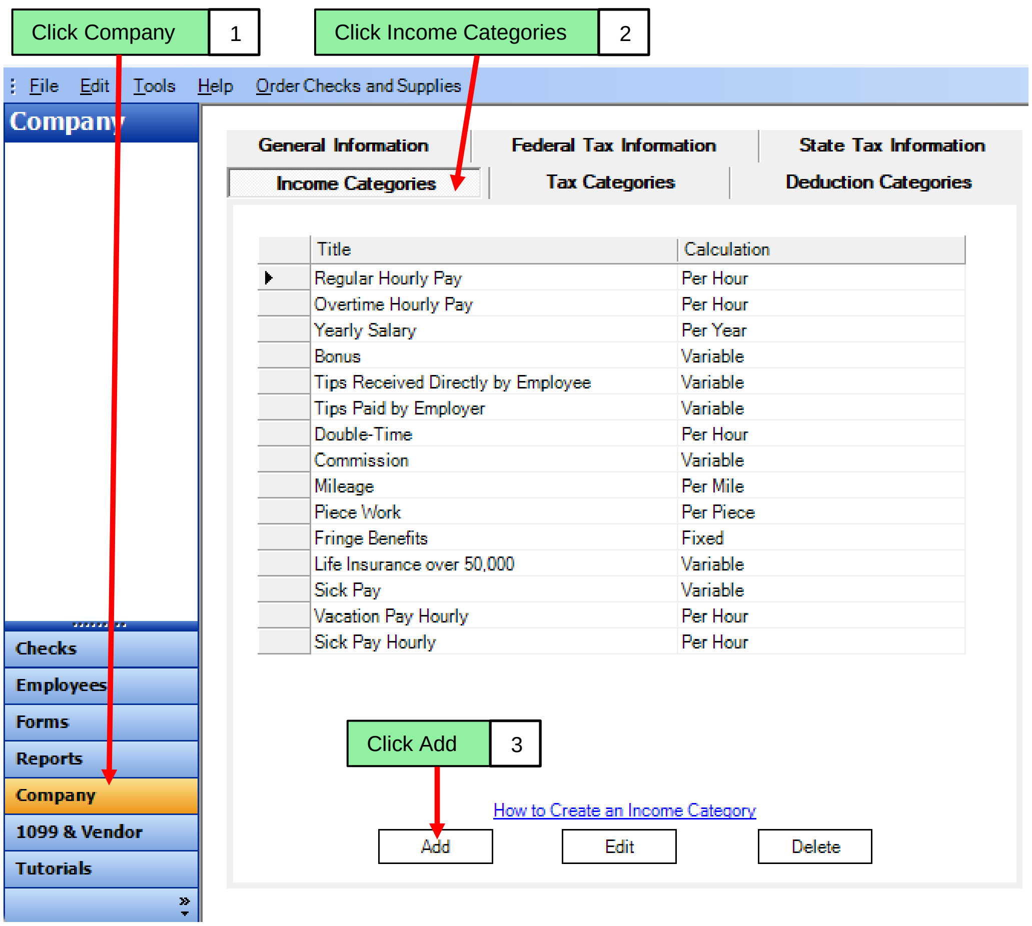
PLEASE REFER TO THE STEPS BELOW:

Answer

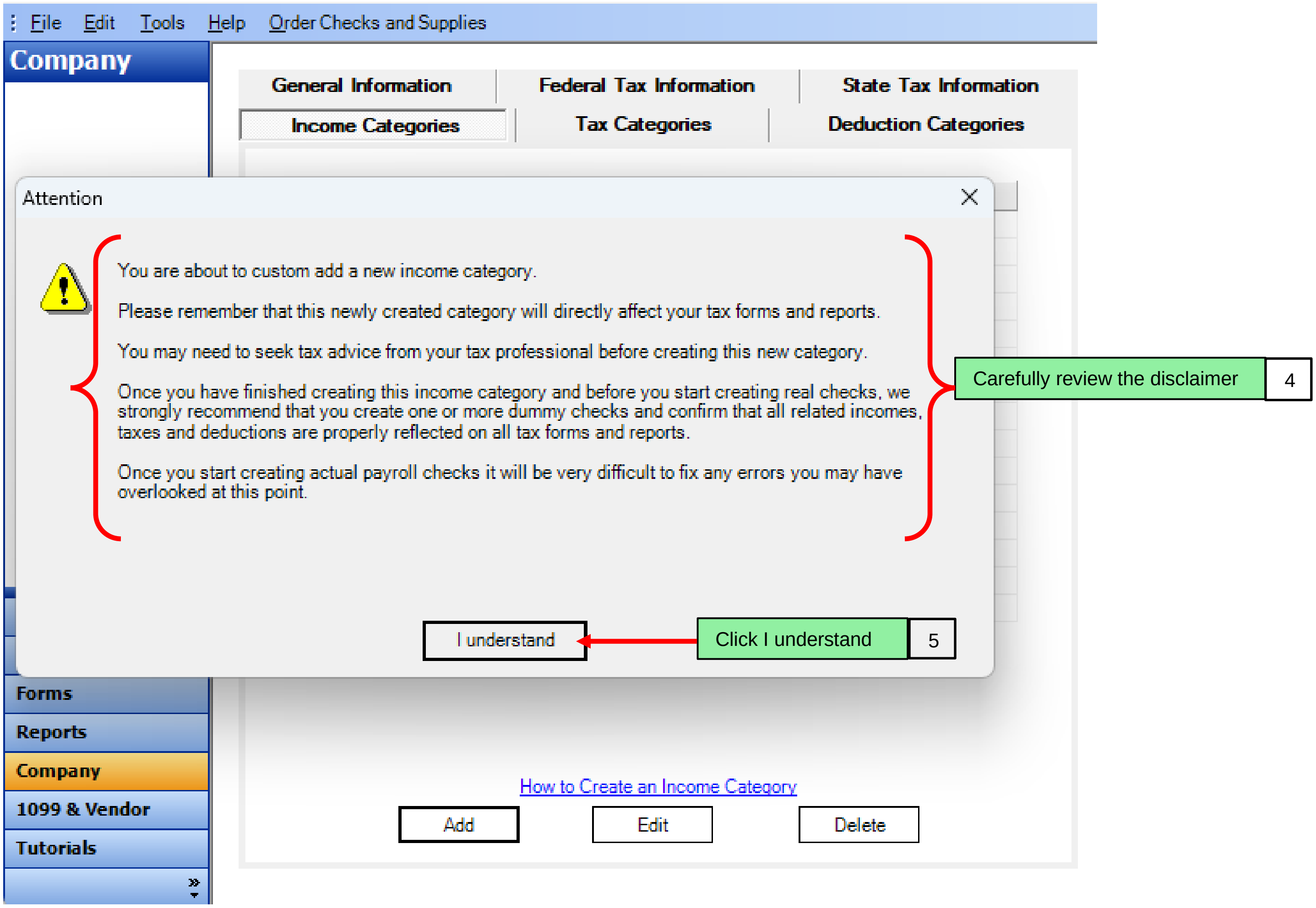
First consult with your tax adviser for any exemptions for clergy or ministers. Please speak with your tax adviser on what taxes will apply to your clergy or minister, and what taxes will apply to income categories such as Housing Allowance.

Payroll Mate allows you to create a user defined income.

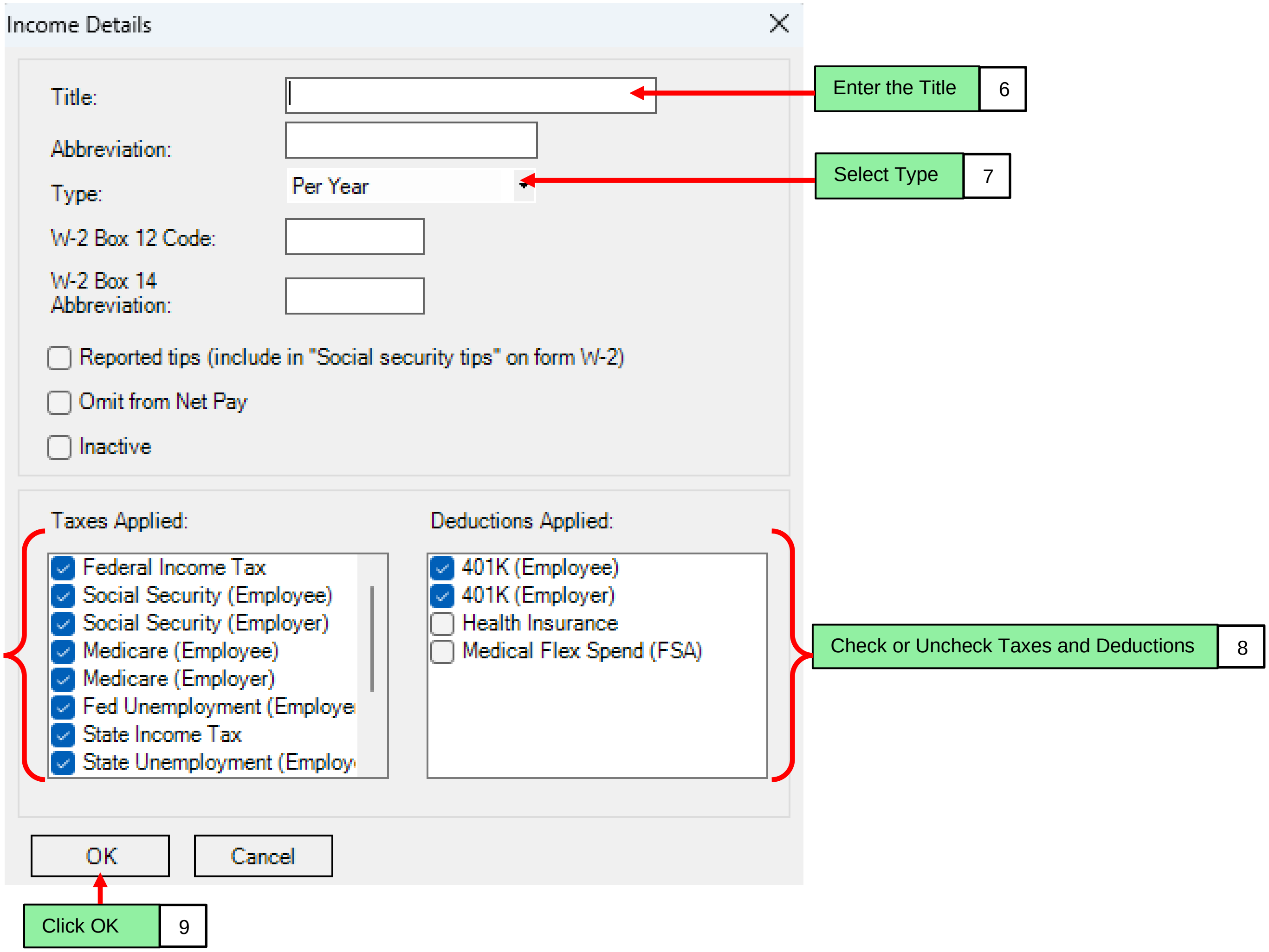
1. Click **Company**
2. Click **Income Categories**
3. Click **Add**



4. **Carefully review the disclaimer**
5. Once you have carefully read and understand the disclaimer, click **I understand**



6. **Enter the Title** you want for the income category
7. **Select Type** of calculation from the drop down
8. **Check or Uncheck the Taxes and Deductions that apply** to the income
9. Click **OK**



Please Note:

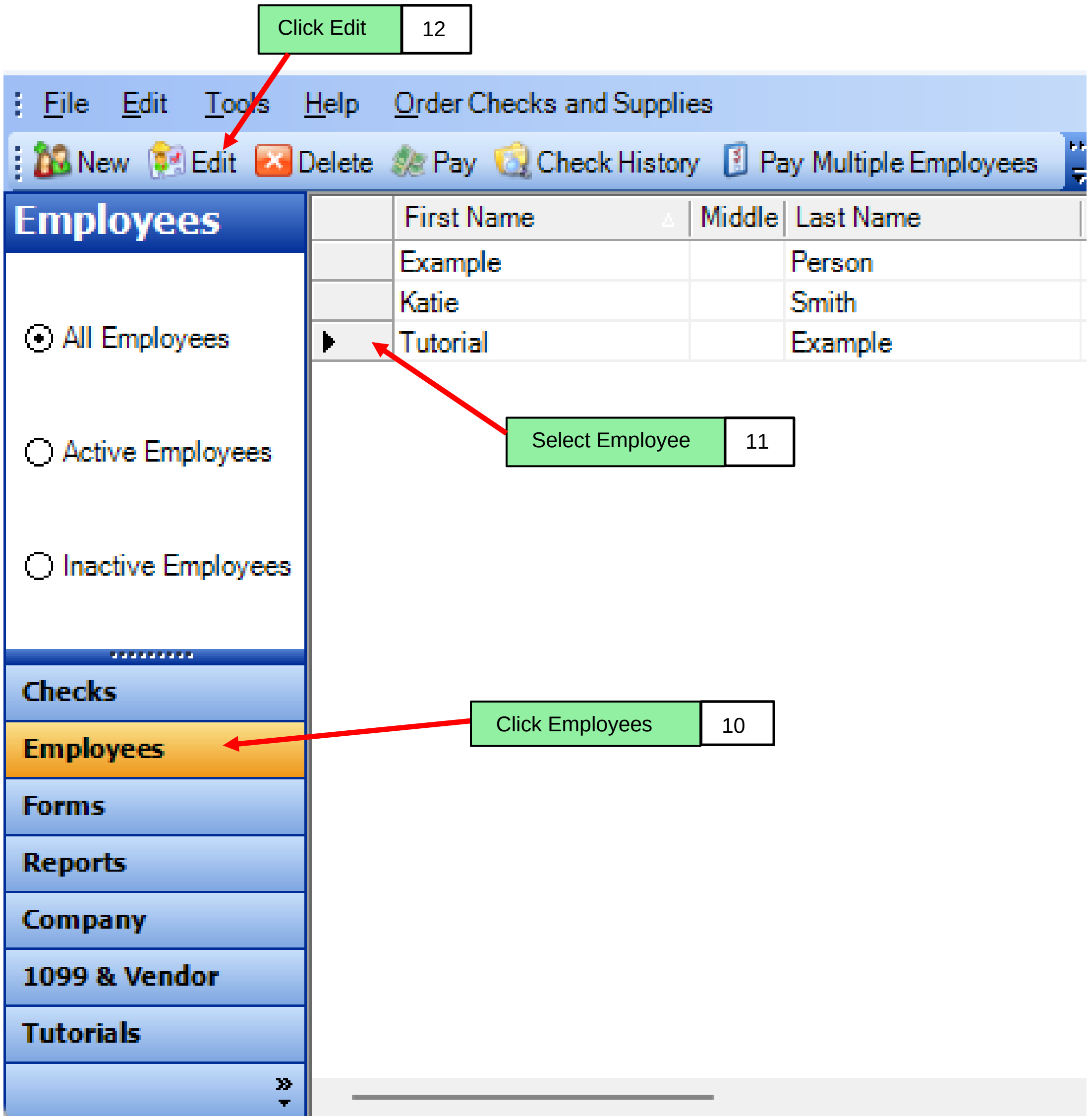
Clergy Housing (Cash) is included in net pay. Typically, this income will be exempt from the following: Federal income tax, Social Security, Medicare, and Federal Unemployment.

Note: Clergy Housing (In-Kind) is excluded from net pay. Typically, this income will be exempt from the following: Federal income tax, Social Security, Medicare, and Federal Unemployment.

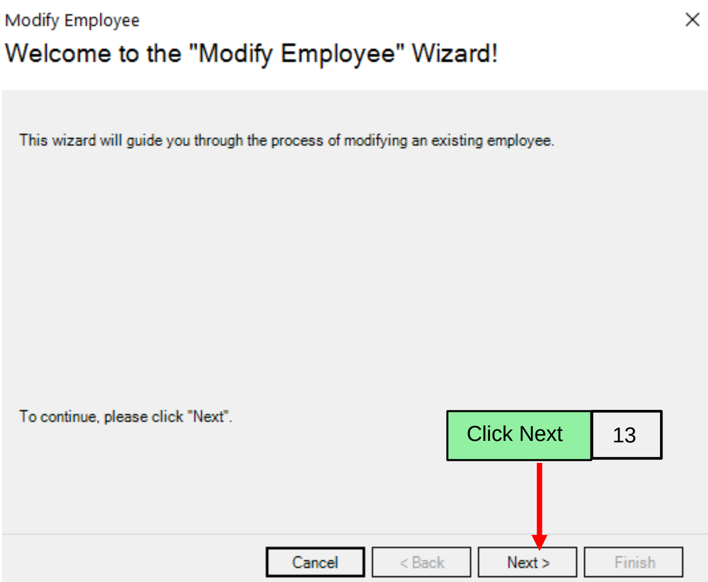
Please speak with your tax adviser on what will apply to your income and how to correctly input the information

Apply it to the employee(s):

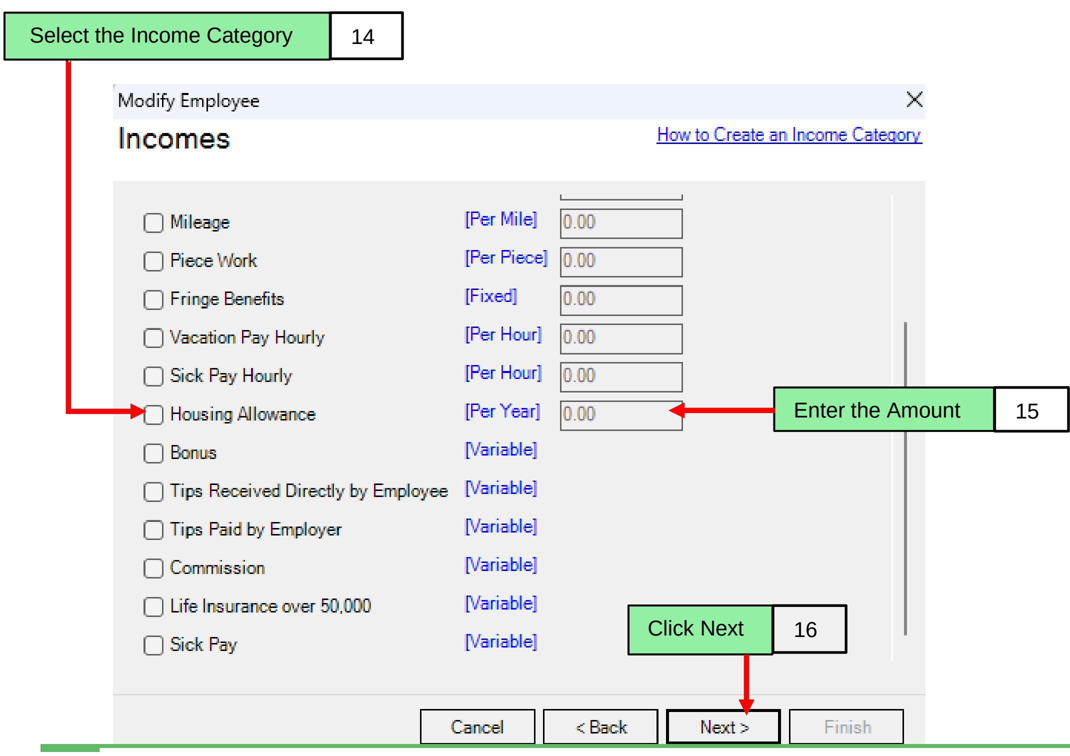
10. Click **Employees**
11. **Select the employee** you need to add the income category to
12. Click **Edit**



13. You will be taken to the Modify Employee Wizard, click **Next** until you reach the **Incomes** page

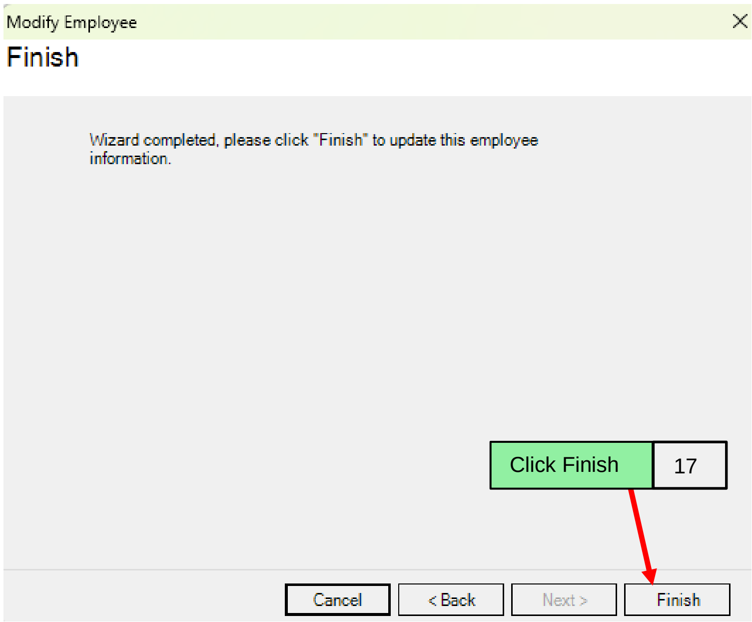


14. **Select the Income Category** you just created for this employee (Example: Housing Allowance). The income should contain the calculation you created when you created the income in steps 1-9.
15. **Enter the amount** for this employee
16. Click **Next**



Continue to click Next until you reach the Finish screen.

17. Click **Finish**



This income will now appear on all future checks for this employee.