Canada Revenue Agency | Agence du revenu du Canada

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when completed

CLERGY RESIDENCE DEDUCTION

- You have to complete this form to claim the clergy residence deduction. You complete Part **A** and Part **C**, and your employer completes Part **B**. If you have more than one employer in the year, each employer has to complete a separate Part **B**. In this situation, you must complete only one Part **C** calculation by combining the income from all eligible employers.
- You do not have to file this form with your return. However, you have to keep it in case we ask to see it.
- For more information, see Interpretation Bulletin IT-141, *Clergy Residence Deduction.*

Part A – Employee information (to be completed by the employee)

Last name	First name	Tax year	Social insurance number

Home address	Address of residence being claimed (if different)

Part B – Conditions of employment (to be completed by the employer)

1. Was this employee (tick whichever of the following applies):

   a) ☐ a member of the clergy? If so, specify his or her title as designated by the denomination or church that formally recognized him or her as well as the name of that denomination or church. Provide a copy of his or her proof of appointment (for example, an ordination certificate).

   b) ☐ a regular minister of a religious denomination? If so, specify the spiritual duties the employee is authorized to perform. Provide the name of the religious denomination and describe how he or she was appointed.

   If you ticked **a**) or **b**), go to question 3.

   c) ☐ a member of a religious order? If so, provide the name of the order.

   _____

2. If this employee was a member of a religious order, answer the following:

   a) Was he or she employed by the order on a full-time basis? . . . . . ☐ Yes ☐ No

   b) Does the order place restrictions on this employee's outside employment activities? . . . . . ☐ Yes ☐ No

   If **yes**, specify the restrictions. _____

   c) Describe how this employee was admitted to the order.

   d) Are there written standards of conduct to which this employee must adhere? . . . . . ☐ Yes ☐ No

   If **yes**, are these standards exclusive to members of the order? . . . . . ☐ Yes ☐ No

3. Was this employee (tick whichever of the following applies):

   a) ☐ in charge of a diocese, parish, or congregation?

   b) ☐ ministering to a diocese, parish, or congregation?

   c) ☐ engaged exclusively in full-time administrative service by appointment of a religious order or religious denomination? If so, provide the name of the organization, if different from the employer, that appointed this employee to his or her position and describe how he or she was appointed.

4. Provide this employee's job title and attach a detailed job description describing all of his or her duties. The description should indicate the percentage of time per week that each duty takes.

5. Did you provide free accommodation to this employee? . . . . . ☐ Yes ☐ No

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(Vous pouvez obtenir ce formulaire en français à **www.arc.gc.ca** ou au **1-800-959-7383**.)

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Employer certification

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I certify that the information provided in Part B for this employee is, to the best of my knowledge, correct and complete.

Name of employer (print)		Name and title of authorized person (print)
Date	Telephone number	Signature of employer or authorized person

Part C – Calculation of deduction (to be completed by employee)

(A) If you received free accommodation and/or an allowance for utilities for a residence that you did not own or rent, the value of both is shown as a taxable benefit in box 30 of your T4 slip. Claim this amount as a deduction at line 231 of your return. If you rented or owned the residence being claimed, complete calculation (B) below. At line 231 of your return, claim the greater of the amount at line 11 below, and the taxable benefit in box 30 of your T4 slip.

(B) If you owned or rented the residence being claimed, complete the following:
How many months did you ordinarily occupy this residence during the year? _____

Calculation:

Income from qualifying employment (from all eligible employers)	$ _____	1	See Note 1
1/3 of Line 1	$ _____	2	
Number of months in qualifying employment	_____	3	
Line 3 × $1,000 (to a maximum of $10,000)	$ _____	4	
Enter the **greater** of Line 2 and Line 4		$ _____	5
Actual rent and eligible utilities paid or, if residence owned, fair rental value including eligible utilities for the total period in the year that the residence was owned or rented **and** you were in qualifying employment	$ _____	6	See Note 2 Note 3
Deduct: All amounts claimed by you or by any person in respect of the accommodation	$ _____	7	See Note 4
Line 6 **minus** Line 7		$ _____	8

Enter the **lesser** of:

Line 5 and Line 8	$	9
Line 6 and Line 9	$	10
Line 1 and Line 10	$ _____	11

Enter the amount from Line 11 on Line 231 of your return.

Note 1: "Income from qualifying employment" has the same meaning as "remuneration for the year from the office or employment" as stated in paragraph 8(1)(c) of the *Income Tax Act*.

Note 2: Where both the spouses or common-law partners are clergy members, each person should record the full amount of rent paid or the fair rental value on this line.

Note 3: The actual rent and eligible utilities paid, or if the residence is owned, the fair rental value including eligible utilities, must be reduced by all amounts, other than the employee's clergy residence deduction, that is claimed by you or any other person, (as explained in Note 4) in respect of the same accommodation, if the other amounts deducted are for the same months or period. This could arise, for example, when your spouse or common-law partner claims work-space-in-the-home expenses.

Note 4: If both spouses or common-law partners are claiming clergy residence deductions, the person with the higher salary should complete the calculation first, showing "0" on this line, provided there are no other deductions for accommodations other than clergy residence. The person with the lower salary should then take into consideration the deduction with respect to the clergy residence, made by the person with the higher salary, and also include any other deduction for the same accommodation (as explained in Note 3).

(C) If you received free accommodation for your residence (A) for part of the year and owned or rented the residence being claimed (B) for a **different** part of the year, add amounts (A) and (B) and claim the total amount on line 231 of your return. The amount claimed for the clergy residence deduction **can never exceed** income from qualifying employment on Line 1 of the above calculation.

See the privacy notice on your return.

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