

## Clergy Tax Withholding Request Form

**Complete this form to set specific Fed & State withholding amounts  
To be used in lieu of W4 or State EDD forms**

By law, clergy are exempt from the federal and state withholding requirements to which lay employees are subject. Estimated tax payments to taxing authorities are made quarterly by the individual. You may, however, choose to have federal or state taxes withheld from your paycheck to avoid having to file quarterly estimated taxes. 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. Withholding is based on the flat rate indicated. Forms W-4 are not accepted.

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 provides a “hotline” for clergy, employers and tax preparers with questions:** Go to: <https://www.cpg.org/redirects/tax-resources/> to connect with on-call clergy tax advisors.

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.

CPG’s Tax Hotline consultants

Dolly Rios, CPA\* ..... (833) 363-5751

Michele Racusin, CPA .....(833) 270-0795