

Center for Connectional Resources

North Texas Conference

The United Methodist Church

Rev. Jodi Smith
Director/Treasurer/Benefits Officer

April 1, 2018

TO: North Texas Conference Clergy Eligible for Moving Funds

FROM: Jodi Smith, Director of Administration/Treasurer/Benefits Officer

NEW THIS YEAR: MOVING EXPENSES NO LONGER TAX DEDUCTIBLE

- Please read *below* the changes in the tax law and how it impacts moving expenses for taxable income as well as pension plan contributions under “Qualified Moving Expense Reimbursement Exclusion.”
- The North Texas Conference will continue to reimburse qualified moving expenses—see all the instructions attached.
- The reimbursement is taxable. The North Texas Conference will be sending the clergy whose move is reimbursed by the NTC a 1099-Misc in January 2019 for the 2018 moving expenses reimbursed by the North Texas Conference.
- In addition, no unreimbursed moving expenses are deductible.
- The receiving church treasurer will receive instructions from the Center for Connectional Resources about how to manage the payment of the extra pension related to the moving reimbursement.

Qualified Moving Expense Reimbursement Exclusion

Before 2018, qualified moving expense reimbursements provided by employers to employees were excludable from gross income if the reimbursements satisfied requirements of Section 132(f) of the Internal Revenue Code (the Code). Under the new tax act passed this year, this exclusion from gross income has been suspended (i.e., temporarily repealed) for tax years 2018 through 2025. In 2026, the moving expense reimbursement exclusion will again become effective (unless the suspension is repealed or made permanent by future legislation).

Unfortunately, this means that moving expense reimbursements provided by employers to employees (e.g., by an annual conference or local church to clergy) in years 2018 through 2025 will be taxable income to employees. For clergy, the impact of losing this exemption means that the reimbursements will become “net earnings from self-employment,” so that the reimbursements will be subject to self-employment (SECA) taxes as well as income taxes (an increased financial impact). Along with the loss of the reimbursement exclusion, moving expenses paid by individuals also will not be deductible through 2025.

One important point on this particular change is that, because moving expense reimbursements are now taxable income (through 2025), they are also considered “plan compensation” under the Clergy Retirement Security Program (CRSP), the United Methodist Personal Investment Plan (UMPIP) and the Comprehensive Protection Plan (CPP). Inclusion of moving expense reimbursements in the definition of taxable income (and, therefore, “plan compensation”) will increase the amount on which accrued benefits, plan sponsor contributions, disability benefits and CPP premiums are based.

Included is information related to the move to your new appointment or into your retirement years. There are several steps that you need to take.

1. Read through this packet. Enclosed are the following: (page numbers listed)
 - 1) Policies and Procedures (pp. 3-6)
 - 2) Allowance Chart (p. 6)
 - 3) District Superintendent Check Sheet (p. 7)
 - 4) Moving Company Information Sheet (p. 8)
 - 5) Moving Companies List and rates (pp. 9 -11)
 - 6) Moving Insurance Information Sheet (p. 12)
2. Fill out the following:
 1. District Superintendent Check Sheet (p. 7)
 2. Moving Company Information Sheet (p. 8)
 3. Moving Insurance Information Sheet (p. 12)
3. Use the list of moving companies (pp. 9 -11) to call at least two movers to get estimates for your move. You are welcome to get additional estimates, as experience has shown that there may be differences among the companies in the actual estimates.
4. After you have received the estimates, see if they fit into the limits set by the Annual Conference. If not, seek additional estimates or make arrangements with the receiving District Superintendent for payment of any expenses in excess of the Annual Conference allowance.
5. Send to your receiving District Superintendent:
 1. At least two moving estimates.
 2. Moving Insurance Information Sheet (p. 12)
 3. DS Check Sheet (p. 7)
 4. Moving Company Information Sheet (p. 8)
6. After the receiving DS has approved the move, verify that your move is scheduled with the moving company of your choice.
7. After the move, send copies of the receipts for any personal expenses to the receiving District Superintendent. (They will be reimbursed up to \$300 for full time appointments. Part time moves receive up to \$500 for the move and personal expenses.)

North Texas Conference
The United Methodist Church

Annual Conference Moving Fund - Policies and Procedures

April 1, 2018

1. Funding

- a. The North Texas Conference has a "Moving Fund" paid through a Conference apportionment. This fund shall be of sufficient amount to pay for the number of qualifying moves in any given year. In this section on Annual Conference Moving Fund, "clergy" refers to those entitled to funding from the moving fund, as described more specifically in section 2 below.
- b. For eligible full-time moves, payment will be made as follows:
 - (1) for the actual cost up to 40% of Texas Max 3 Tariff as stated in the "Moving Allowance Chart" (which shall automatically reflect any changes in the Texas Max 3 Tariff);
 - (2) Replacement Cost Insurance for an estimated value of the shipment up to \$50,000 will be provided for all full-time moves. (The additional cost of a shipment value of \$50,001- 100,000 may be taken out of the stipend);
 - (3) A \$300 stipend is also available which may be used for other documented moving expenses the clergy family incurs.
- c. For eligible part-time moves, payment up to a total of \$500 will be made for a moving company and personal expenses.

2. Eligibility for Funding

- a. Those elders in full connection, provisional members, commissioned ministers preparing for ordination as elders in full connection, associate members, or full-time local pastors, who are appointed to a local church in the North Texas Annual Conference, and other elders in full connection, provisional members, commissioned ministers preparing for ordination as elders in full connection, associate members, or full-time local pastors for whom the North Texas Annual Conference is the salary paying unit (such as District Superintendents, Conference Staff, Wesley Foundation Directors, etc.) shall be eligible to receive funds.
- b. Retiring elders in full connection, provisional members, commissioned ministers preparing for ordination as elders in full connection, associate members, or full-time local pastors shall be eligible to receive funds for one move into housing not already owned or supported by a local church after retirement, up to the maximum amount allowable. Retired elders in full connection, provisional members, commissioned ministers preparing for ordination as elders in full connection, associate members, and local pastors who are appointed by the Bishop to serve active, full-time appointments shall be eligible for moves up to the maximum amount allowed. In circumstances in which a clergy member planning to retire

moves prior to the retirement date, reimbursement for a move made within one year prior to the retirement date shall be made upon retirement, contingent upon the presentation of documentation of costs incurred.

c. Less than full-time appointments to local churches with parsonages will be allocated up to \$500 per move.

d. If an elder in full connection, provisional member, commissioned minister preparing for ordination as elder in full connection, associate member, or full-time local pastor from another Conference is to be appointed to a local church in the North Texas Annual Conference, the North Texas Annual Conference will pay the cost of the move from the border of the North Texas Conference, up to the maximum amount allowed.

e. If an elder in full connection, provisional member, commissioned minister preparing for ordination as elder in full connection, associate member, or full-time local pastor of the North Texas Annual Conference transfers to another Conference, and the receiving Conference does not pay the full cost of the move, the North Texas Conference will pay the cost of the move to the border of the North Texas Conference, up to the maximum amount allowed.

f. Those elders in full connection, provisional members, commissioned ministers preparing for ordination as elders in full connection, and associate members, or full-time local pastors who go on Leave of Absence, or who surrender their credentials, either voluntarily or involuntarily, will not be eligible to receive any North Texas Annual Conference moving funds, except in the case of those going on disability leave or the family of an elder in full connection, a provisional member, a commissioned minister preparing for ordination as an elder in full connection, an associate member, or a full-time local pastor who dies while under appointment who shall be eligible to receive funds for the initial move into housing not already owned or supported by a local church, up to the maximum amount allowable.

g. Those persons who change or move houses, but who do not change appointments, will not be eligible to receive any North Texas Conference moving funds.

h. Those persons who change appointments, but who do not change houses, will not be eligible to receive any North Texas Conference moving funds.

i. If either or both clergy of a clergy couple living in one house change appointments, and move to one house, they will be eligible to receive funds for only the cost of the one move, up to the maximum amount allowable. If two houses are involved, at either the beginning point or ending point, they will be eligible to receive funds for both moves, each up to the maximum amount allowable.

- j. In no case shall the Conference pay more than the actual documented expense of any eligible move.

3. Method of Payment

- a. A list of movers that will bill the Annual Conference directly will be provided by the receiving District Superintendent in the annual Moving Packet. All expenses that are within the Annual Conference Allowance will be billed directly to the Annual Conference by those moving companies. The receiving church and moving clergy/family will not be responsible for any part of the expense that is within the Annual Conference Allowance. If a moving company is used that will not bill the Annual Conference directly, then the moving clergy/family is responsible for the bill and will be reimbursed by the Annual Conference for all documented expenses that are within the Annual Conference Allowance. Any documented expenses paid by the moving clergy/family are to be submitted to the receiving District Superintendent. The receiving District Superintendent shall then submit these documented expenses to the Annual Conference Treasurer. The Annual Conference Treasurer will be the final arbitrator concerning any question about moving costs, documentation, or payments. The Conference Treasurer shall issue payment to the moving company or the entity that incurred the expense.
- b. A written estimate must be submitted to the receiving District Superintendent by June 15 for Annual Conference moves in July, and within one week of the announcement of a mid-year move. The District Superintendent will then give approval to the moving company or the entity incurring the expense for the move. Arrangements for payment of any expenses in excess of the Annual Conference Allowance must be made prior to the move.

4. Moving Procedures

- a. **Receiving DS** gives to the clergyperson the Moving Packet which includes Moving Procedures, moving companies that will bill the Annual Conference, and the current Moving Allowance sheet.
- b. **Clergyperson gets estimates from at least two moving companies** of his/her choice and chooses the one he/she wishes to use. He/she can work out payment with the Annual Conference if the company is not on the list by having the mover call Susannah Cajuat in the Conference Treasurer's office at 972-526-5000.
- c. **Clergyperson submits the estimates** (including his/her choice) to the **receiving DS** for approval with an estimate of other expenses that may be incurred.
- d. **Receiving DS approves the move and calls the moving company** with that approval by **June 15** or as soon as the clergyperson gets the estimate with a mid-year move.

- e. **Receiving DS mails** copies of chosen estimate, DS Check Sheet, Moving Company Information Sheet and Moving Insurance Information Sheet to Conference Treasurer.
- f. **Receiving DS mails** Conference Treasurer copies of any expenses incurred by clergy or receiving charge.
- g. **Conference Treasurer** reimburses eligible expenses and pays moving companies.

2017 MOVING ALLOWANCE (based on 12,000 pounds)		
Miles	Texas Tariff Max 3	2017 Allowance 40% of Tariff
All moves under 40 miles will receive a 40 mile rate.		
40 or less	\$7,290	\$2,916
41-60	\$7,569	\$3,028
61-80	\$7,848	\$3,139
81-100	\$8,128	\$3,251
101-120	\$8,406	\$3,362
121-140	\$8,686	\$3,474
141-160	\$8,929	\$3,572
161-180	\$9,208	\$3,683
181-200	\$9,486	\$3,794
201-220	\$9,626	\$3,850
221-240	\$9,768	\$3,907
241-260	\$9,908	\$3,963

DISTRICT SUPERINTENDENT CHECK SHEET FOR MOVING CLERGY

(Moving clergy fill out Top Section and send to receiving DS)

NAME OF CLERGY _____

PRESENT ADDRESS _____

CITY _____ STATE _____ ZIP _____

NEW ADDRESS _____

CITY _____ STATE _____ ZIP _____

NEW CHURCH _____ DISTRICT _____

NUMBER OF MILES MOVING _____ MOVING DATE _____

MOVING COMPANY TO BE USED _____

AMOUNT OF ESTIMATE _____

OTHER ESTIMATED EXPENSES TO BE SUBMITTED _____

(To Be Completed by District Office)

Eligible allowance (amt. from chart + \$300 stipend) (Part-time = \$500) _____

Total estimated expenses _____

If expenses are greater than allowance, put difference here _____

What arrangements are being made to make up the difference?
(Attach separate sheet)

____ Receive at least 2 moving estimates, Insurance form
& DS Check Sheet Date _____

____ Calculate eligible allowance (above) Date _____

____ Approve chosen estimate and notify moving company Date _____

____ Notify family Date _____

____ Send approved estimate, insurance form & this copy of
completed sheet to Conference Treasurer Date _____

____ Submit moving company bill to Conf. Treas. Date _____

____ Submit copies of other expenses to Conf. Treas. Date _____

MOVING COMPANY INFORMATION SHEET

1. Name of Company: North Texas Conference of The United Methodist Church
2. Name of person authorizing the move: Receiving DS _____
3. Your name _____
4. Your current address _____
5. Your home phone _____ Office phone _____
6. New address _____
7. Type of move () self, size of truck needed _____
 () mover () mileage () contiguous (within or adjacent to the
 county you live in now)
 () storage needed, how large _____ how long _____
8. Date of move _____
9. Nearest agent for self-moves _____

FOR YOUR PERSONAL USE:

Moving Company I will use: _____

Time of day mover will arrive: _____

Contact person _____ phone _____

Pick up time for rental _____ date _____

Address _____

**North Texas Conference Clergy Moving Companies
2018 Contracts**

Company	% off Texas Moving Tariff	Rates for Contiguous County Moves	Other
Albert Moving & Storage 4401 Barnett Road Wichita Falls, TX 76310 940-696-7000 (Office) Tom Brillhart 940-696-6529 tomb@albertmoving.com			
Allied Van Lines (serves all of North Texas) 214-802-5207 1-800-678-3980 Mark McIntire markm@bergerallied.com	68% (+ appl. fuel surcharge - currently 0% but changes every month)	2men/1 van \$80 per hour 3 men/1 van \$120 per hour 4 men/1 van \$150 per hour 5 men/1 van \$180 per hour 12,000 lbs. \$150/hr. \$1,500.00 16,000 lbs. \$180/hr. \$2,160.00	Free Used Boxes delivered plus paper and tape at no charge based on availability.
Bekins Moving Solutions and Storage 505 Airline Dr Coppell, TX 75019 469-671-3865 Steven Ward sward@bekinsa1.com 972-304-0353 x3865 Claudia Guzman cguzman@bekinsa1.com	At least 65%	2 men/1 van - \$105/ hour 3 men/1 van - \$140/ hour 4 men/1 van - \$175 / hour 5 men/1 van - \$210 / hour	Each additional man and/or truck is \$35.00.

Company	% off Texas Moving Tariff	Rates for Contiguous County Moves	Other
Buehler- May Flower Trans & Stg. 633 Mony St. Ft. Worth, TX 76102 Ryan Wasikowski 817-349-4741 rwasikowski@buehlercompanies.com	62 % (+ appl. fuel surcharge)	2 men/1 van \$90 per hour 3 men/1 van \$120 per hour 4 men/1 van \$150 per hour 5 men/1van \$180 per hour	
IMS Relocation, agent for Mayflower and United Van Lines 2005 McDaniel, Suite 150 Carrollton, Texas 75006 Mike Lohner, owner/founder cell 972-333-5172 Office, 800-559-2112 mlohner@imsrelocation.com	60% to 70% Depending on the move	Van and 2 men, \$89 per hour Van and 3 men, \$108 per hour Van and 4 men, \$130 per hour Van and 5 men, \$150 per hour	Serving the Methodist church for over 13 years. No charge to hold shipments on the truck for up to 7 days. We also provide: Free wardrobe boxes during the move Shrink wrap all fabric furniture Exclusive use of the truck The same crew loads and unloads you.
Move Star PP Box 800908 Dallas, TX 75380 972-716-9911 Robert Maturey rmaturey@movestarin.com			

Company	% off Texas Moving Tariff	Rates for Contiguous County Moves	Other
West Star Moving 972-562-9200 John Johnson weststarmoving@yahoo.com			
Budget 1-800-462-8343 Visit www.budgettruck.com			
U-Haul Visit www.uhaul.com			

Moving Insurance Information Sheet

North Texas Annual Conference

Name of Clergy _____

Spouse's Name _____

Mailing Address of New Parsonage _____

New Home Phone _____ New Office Phone _____

Present Address _____

New Address _____

Estimated Load Date ____/____/____ Estimated Delivery Date ____/____/____

Coverage:

___ Estimated value of shipment is \$50,000 or less

(Provided by the Annual Conference)

___ Estimated value of shipment is \$50,001 - \$100,000

\$65.00 from stipend

Print Name _____

Signature _____ Date _____

