

EXHIBIT H-a

DIOCESAN PRIEST'S ANNUAL AUTOMOBILE EXPENSE WORKSHEET

1. Odometer reading December 31 (a) _____ Miles
Less Odometer reading January 1 (b) _____ Miles
Equals Total miles for the year (a) – (b) = (c) _____ Miles

2. From the mileage logs, compute the total business (or professional) miles driven for the year (d) _____ miles.

The remainder of the miles (including undocumented professional miles) are personal miles (e) _____ miles.

Note: professional miles plus personal miles should equal total miles (d) + (e) = (c).

3. Calculate the professional percentage and the personal percentage:

Professional percentage (d) / (c) = (f) _____ %
Personal percentage (e) / (c) = (g) _____ %

4. Total all expenses paid by the church on the priest's behalf for the operation of his vehicle (this should come from the file you should have kept by calendar year) (h) \$ _____.

5. Multiply total expenses (h) by professional percentage (f). This represents the amount of automobile expenses paid by the parish for professional mileage (i) \$ _____.

6. Multiply total expenses (h) by personal percentage (g). This represents the amount of automobile expenses paid by the parish for personal mileage (j) \$ _____.

7. Multiply professional miles (d) by the IRS standard mileage rate (k) \$ _____.

8. • If the standard mileage rate amount (k) exceeds total expenses for the year (h), nothing should be added to the priest's W-2.
• If total expenses for the year (h) exceeds the standard mileage rate (k), subtract the standard mileage rate amount (k) from total expenses (h) representing (l) \$ _____.

Compare (l) and (j). The lesser of the two should be added to the priest's W-2 income (box 1).