



Reporting and Taxing Clergy Auto Insurance in IOIPay

The parish or institution to which a priest is assigned should pay the first \$750 annually for automobile insurance, with the priest himself paying the balance. See the Clergy Remuneration Policy (the Policy) for increased limits for “high insurance” areas (Boston, Brockton, Chelsea, Everett, Lawrence, Lowell, Lynn, Revere, Somerville).

A payment made to a priest or to an insurance company (including the RCAB’s Insurance Department) for auto insurance is taxable and must appear on the W-2 form at the end of the year.

The process for recording these payments depends on who paid the insurance bill. If the priest already paid the bill himself and needs a reimbursement, simply go to Hours & Dollars and key the appropriate amount (\$750, unless stated otherwise in the Policy) into the **Other Earnings** field, using the **AUCR – Clergy Auto Ins - Cash Reimb** Earnings Code. Click **Save**.

If the parish paid the bill (either through the RCAB monthly bill, or by writing a check to an insurance company), a Year-to-Date Adjustment is needed to record the payment as a taxable earning. Under Hours & Dollars, go to Year-to-Date Adjustment and choose “Standard Adj” under Adjustment Type. Click on the piece of paper icon to get the Earning Detail Information to appear. Then choose Earnings under Category, then **AUNC – Clergy Auto Ins – Non-Cash**. Use of this code will record the payment to the insurance company as imputed income. Enter the correct amount under **Gross Amount** (\$750.00, unless stated otherwise in the Policy). To enter the GL account code – 520601 – first delete the empty space in the G/L Code field that will be in front of the first number you type. Then type in the 520601. Click **Save**.

Adjustment	Taxes	Deductions	ACH & Balancing		
Adjustment Type	Adjustment Number	Quarter			
Standard Adj	Adding a new adjustment	0	 		
Earning Detail Information					
Category	Code	Gross Amount	Hours	Labor Distribution	G/L Code
01. Earnings	AUCR - CLERGY AUTO INS-CASH REIME	750.00			520601

You will then be taken to the ACH & Balancing tab. The **Balance** amount (same as **Gross Amount** from prior tab) will show in red. You will need to enter the same amount under **Net Check Amount**. Click **Save**. Then **Preview** to confirm that adjustment was correctly entered.

Global Utilities Begin Payroll Employee Maint. Hours & Dollars <input type="radio"/> Import Utility <input type="radio"/> Detailed Hours Entry <input type="radio"/> Browse Transactions <input type="radio"/> Paycheck Options <input type="radio"/> Extended Hours & Dollars	<div style="display: flex; justify-content: space-between;"> Adjustment Taxes Deductions ACH & Balancing </div>												
	Adjustment Type: <input type="text" value="Standard Adj"/> Adjustment Number: <input type="text" value="01 - Year-to-date Adjustment"/> Quarter: <input type="text" value="0"/>												
	ACH Detail Information ACH Description: <input type="text" value="01. -- CHECKING ACCOUNT / 074000010"/> Amount: <input type="text" value="0.00"/> G/L Code: <input type="text"/>												
	Balancing Information <table border="1"> <thead> <tr> <th>Total Earnings</th> <th>Total Taxes</th> <th>Total Deductions</th> <th>Total ACH</th> <th>Net Check Amount</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="750.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="0.00"/></td> <td><input type="text" value="750.00"/></td> </tr> </tbody> </table>	Total Earnings	Total Taxes	Total Deductions	Total ACH	Net Check Amount	Balance	<input type="text" value="750.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="750.00"/>
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	Check Number: <input type="text" value="0"/> Employee Taxes: <input type="text" value="0.00"/> Employer Taxes: <input type="text" value="0.00"/> Net G/L Code: <input type="text"/>												