

**MOVING EXPENSE POLICY
&
MOVING SURVEY
&
TRANSMITTAL DOCUMENTS**

**Adopted by
Rio Texas Conference Commission on Equitable
Compensation and Moving Expenses**



11/15/2019

A. ELIGIBILITY

Clergy moving to a full time appointment to a conference charge and clergy moving to an appointment where the salary is paid directly by the conference (district superintendents and conference staff) are eligible.

Clergy entering retired status or going on disability leave from appointments are eligible.

B. IRS TAX REFORM ACT

Effective January 1, 2018, *The Tax Cuts and Jobs Act* made moving expenses subject to IRS income tax to the individual who is moving. Because clergy move regularly to fill appointments, this change has a tangible impact.

- Moving expense payments and reimbursement made directly from the Rio Texas Conference to a moving company on your behalf or reimbursed to you **must now be included in gross income, creating a tax liability.**
- In addition, these payments are now subject to Social Security and Medicare taxes.
- Clergy are responsible for reporting these taxable amounts and should plan to make additional tax payments to cover the liability. This policy is expected to last through December 31, 2025
- All clergy who moved after 2017, whether paid directly to the moving company or reimbursed under the *Conference Moving Expense Policy* received a **Form 1099-Misc** from the Conference of the following year.

Starting in 2019, The Conference Administrative Ministries Office expects all costs related to moving be paid directly by the sending church and reimbursed by the Conference so that the W-2 issued

by the church properly reflects moving expense payments in gross income and the additional pension expense.

C. MOVING PROCEDURES

1. General Process

Upon notification from the Bishop that a Clergy will move, they shall obtain estimates from two (2) moving companies. One estimate must come from a list of movers provided by the Commission on Equitable Compensation & Moving Expenses, or with whom the Commission has negotiated a contract. If two bids are not feasible, contact the Commission and an exception can be made.

As soon as possible after notification of move, Clergy shall send estimates for review to the Commission via transmittal form on page 7. Movers should be listed in order of preference. When the clergy's first choice is for a mover that is the more expensive alternative, the Commission may limit payment to the amount of the lower bid.

The pastor should specify to the movers that the bids should include a visual inspection, and that the bid should include the words "guaranteed price not to exceed".

When a pastor is moving without the assistance of professional movers, an estimate of expenses must be provided to the Commission at least three weeks prior to the move.

After a move has been completed, clergy will complete the Moving Expense Survey form on page 6 and send to the Commission.

The Commission verifies that the move is covered by moving policies and addresses any questions to the clergy.

The Commission will then notify the clergy of approval to proceed.

After the move is made, the Conference Treasurer's Office makes payment directly to the moving company upon receipt of the invoice signed by the relocated pastor.

It is recommended that pastoral families move out of former parsonages two days prior to their official moving date. The sending church would pay for two nights in a motel. This would give the

sending church at least a day and a half to do any repair work, painting, etc. if a new pastor is to move into that parsonage.

If the receiving church needs additional time to perform repairs on their parsonage, then the receiving church is responsible for any additional moving expenses incurred, and for the lodging of the arriving clergy family until the parsonage is ready for occupancy.

The Pastor/Staff Parish Committee of each charge which is receiving a new pastor will appoint one of its members to serve as Moving Coordinator who will coordinate the move with the incoming pastor and work to facilitate the easiest and most pleasant move possible. At the introductory meeting between the Pastor/Staff Parish Relations Committee and the new pastor, the Moving Coordinator will be present in order to be introduced to the pastor.

2. **Moving categories**

- a. Local moves - These are moves where the moving company charges an hourly rate for a move across a city or to a neighboring town. The allowance for such moves will be up to \$1,500 for the move and \$850 for packing.
 - b. Long distance moves – All other moves (except self-moves). The allowance for such moves is up to 14,000 pounds, 17,000 pounds for clergy couples.
 - c. Self-Move - If the clergy elects to move himself/herself, they must provide at least one professional estimate to the Commission. The actual cost of the move will be reimbursed, up to the amount that would be incurred if professional movers were utilized as defined above.
3. The clergy may apply for reimbursement of the purchase of packing materials, packing supplies, and/or packing services up to a limit of \$850. **If using the services of a mover for packing, verify with the mover exactly what services will be provided.**
 4. Change of Appointment with no change in location of home – The clergy will be reimbursed up to \$200 to pay the cost of moving professional material.

D. LIMITATIONS

1. When a move is from a point outside the annual conference boundaries, the Conference will pay under these policies with a limitation of total cost to \$5,000.
2. Clergy entering retired status, or going on disability leave, will be relocated under these policies up to a maximum of \$5,000.
3. Clergy appointed or transferring to another Conference shall look to the receiving Conference for moving expense reimbursement.
4. No reimbursement will be made except when there is a change of status or appointment that actually results in a move.
5. When either or both members of a clergy couple are involved in a move, the 14,000 pound limitation will be increased to 17,000 pounds to recognize additional professional material. The \$850 packing reimbursement limit applies to the entire move. If two houses are involved on either end of the move, each move qualifies for reimbursement independently. When a move includes more than 17,000 pounds, the amount the Conference pays will be reduced by an amount that is determined to be appropriate by the Commission.
6. In no case shall the Conference pay more than the actual documented expense of any eligible move.
7. There is no reimbursement under this policy for automobile expenses, visits to the new appointment, or food and lodging.
8. Total Payment is limited to:
 - a. Local Move - \$1,500 for moving, \$850 for packing.
 - b. Long Distance Move – 14,000 pounds, plus up to \$850 for packing materials and/or services.
 - c. Self-Move - The actual cost of the move will be reimbursed, up to the amount that would be incurred if professional movers were utilized plus packing materials and or services not to exceed \$850 for packing and moving.
 - d. Charge move with no change in home location - \$200.

9. The Conference will provide for replacement value coverage for household items while in transit up to a limit of \$75,000. If the value of your contents is more than \$75,000, you will need to secure insurance independently and at your cost.
10. A \$1,000 deductible on the above insurance applies. If you suffer a loss, you may ask the commission for help with the deductible.

***E. RESPONSIBILITY OF THE COMMISSION ON
EQUITABLE COMPENSATION AND MOVING EXPENSES***

1. The Commission on Equitable Compensation and Moving Expenses will have the responsibility of implementing and administering this policy.
2. If unusual circumstances arise relating to a move, the Commission may vote to grant an exception by a 60% majority.
3. The Commission will be the final arbiter of any dispute related to the implementation of this policy.
4. The Commission is authorized to enter into contracts with moving companies.
5. The Commission will create and maintain a list of movers who have been responsive to the needs of the Conference and the needs of Conference pastors involved in moves.

Moving Expense Survey

Name _____

Previous Appointment _____

Current Appointment _____

Miles Between Appointments _____ Date of Move _____

Mover: _____

How did you accomplish the Move?

- Professional Movers – I packed
 Professional Movers – They packed
 Professional Movers – I packed some and They packed some
 Rented Truck/Van and Moved myself

Cost \$ _____ Portion Conference Paid \$ _____

Portion you Paid \$ _____ Portion Church Paid \$ _____

Comments: _____

Do you recommend this mover to other pastors? Yes No

Are you willing to share your experience of this mover directly with other pastors contemplating using this mover? Yes No

Moving Estimate Transmittal Form

Name _____

Current Appointment _____

Future Appointment _____

Distance of Move _____

Date of Move _____

Preference	Name of Movers who are providing bids/estimates. List in order of preference	Estimated # of pounds	Amount of Estimate *

*Remember, the Conference will only pay up to \$850 for packing materials and or services. If you are using the services of a mover for packing, please verify with the mover exactly what services will be provided.

Send, email, or fax form with attached estimates / bids to:

Commission on Equitable Compensation & Moving Expense

The United Methodist Center

16400 Huebner Road

San Antonio, TX 78278

2 Attachments:

Mover Estimates

Fax: 210-408-4484

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