

TO: Moving Clergy

FROM: Ian Hall, Director
Administrative/Financial Services

RE: Clergy Moves

MOVING INFORMATION

Beginning January 1, 2018, all moves within the state of Indiana for eligible persons, will be paid in full up to 13,000 pounds. All moves within the state over 13,000 pounds will be paid at a maximum of \$3,000. ***All overage costs will be billed directly to the moving clergy by the mover.***

TAX INFORMATION

Due to new tax reform regulations, **ALL** Conference paid pastoral moves will receive a 1099 at the end of the year.

MOVE DATES

The move dates are determined in consultation with the Move Coordinator, Robin Brown, robin.brown@inumc.org or 317-452-4788. Once the move date has been set, the moving pastor is to proceed with the estimate process.

ESTIMATE PROCESS

The moving clergy must submit the *Minister's Moving Report Form* and two (2) ***binding or guaranteed not exceed*** estimates from a licensed and insured mover and indicate the mover they choose.

Once the *Minister's Moving Report Form* and *estimates* are received and mover selected, the Conference will send a letter of payment guarantee for 100% up to or at a maximum 13,000 lbs. and \$3,000 maximum payment for over 13,000 lbs., to the selected moving company. The moving pastor will receive a copy of the guarantee payment letter.

All moves across state lines (incoming/outgoing) will be paid at a maximum of \$3,000.

Items that specifically will not be paid for include: transport of vehicles, special labor (3rd party) for dis/re assembly of items (beds, desks, audio/t.v. equipment, etc.).

SELF-MOVES

Those eligible for a conference paid move may select a self-move. Eligible expenses include the cost of truck rental, equipment, packing materials, fuel cost/mileage and labor. Receipts must be submitted for reimbursement and are not to exceed \$3,000 and will be issued a 1099.