

DOCUMENTATION FORM FOR PRIEST SUBSTITUTION

2012

*This document is to be presented to the parish in exchange for check for substitution. If this, or similar form is used, the parish has to send the priest a W-2 at year end for the Net Stipend (C below) **only**. If documentation is not presented, the parish must issue a W-2 at year end for the Total Amount Paid (A below) to the priest for substitution.*

The stipend amount is Mass (and Confessions) on Saturday only or Sunday only - \$50; Mass (Confessions) on Saturday and 1 or 2 Masses on Sunday - \$100; 4 Masses on the weekend (and Confessions) - \$150. The weekday assistance stipend is \$20 per day. Parishes may not pay more than the approved stipend.

Name of Substitute Priest _____

Social Security Number _____

For Substitution at _____ Parish

in _____, Montana on _____ to _____.

Total Amount Paid: (B and C below equals A) \$ _____ A

Ending Odometer Reading _____

Beginning Odometer Reading _____

Total Miles _____ x 55.5 cents = a) \$ _____

Meals b) _____

Lodging c) _____

Other Expenses (specify) d) _____

e) _____

Total Reimbursed Expenses (a through e) \$ _____ B

Net Stipend (see above for formula) is the amount reportable on W-2 at year end. \$ _____ C

Signature of Substitute Priest _____

Date _____