

**ACTIVE ARCHDIOCESAN PRIEST
EXTRA SALARY COMPENSATION WORKSHEET**

NAME: _____	DATE: _____
REQUESTED BY: _____	PHONE NUMBER: _____
PRIMARY PLACE OF EMPLOYMENT: _____	
LOCATION AND CITY WHERE WORK PERFORMED: _____	
TYPE OF WORK PERFORMED: _____	

EXTRA SALARY COMPENSATION/FEE

EARNED AS PART OF REGULAR DUTIES:

Option 1: Stipend/fee earned during regular duties is paid to the primary employer and not to the priest. Complete worksheet and send with check. Do not include Worker's Compensation.

EARNED OUTSIDE OF REGULAR DUTIES:

Option 2: Stipend/fee earned outside of regular duties is sent to primary employer and priest is paid via payroll. Complete worksheet and send with check.

Option 3: If priest relinquishes stipend/fee, complete worksheet (do not include Worker's Comp), send money to primary employer.

Option 4: Run stipend/fee through payroll of location where services are provided. No worksheet needed.

Check option selected above: 1 2 3

EXTRA SALARY COMPENSATION/FEE	A	\$
WORKER'S COMPENSATION (1.73% of EXTRA SALARY COMPENSATION FEE)	B	\$
TOTAL DUE PRIMARY EMPLOYER	A + B	\$

Example:	Extra Salary	\$200.00
	Worker's Compensation Percent	1.73%
	Total Employment Charges	\$ 3.50
	Total Due Primary Employer	\$203.50

RELIGIOUS: Make stipend payable to congregation. No worksheet needed.

RETIRED PRIEST: Make stipend payable to priest. No worksheet needed.