

Date

Rabbinical Council of America
RCA Pension Board
305 Seventh Avenue
New York, NY 10001

Re: Rabbi _____:

Gentlemen:

This is to notify you our congregation has determined that the parsonage allowance for Rabbi _____ is \$ _____.

In computing the taxable portion of the pension payments from the Rabbinical Council of America Pension Plan please take into account the amount designated as parsonage allowance.

Please retain these instructions in your files to be applicable at the time benefits payments begin.

Very truly yours,

President

(This letter must be prepared on Congregation stationary)