



## Ordination/Commissioning Checklist

- Notify [HR@Reliant.org](mailto:HR@Reliant.org) that you are ordained/commissioned. Include a copy of your ordination/commissioning certificate.
- Email [HR@Reliant.org](mailto:HR@Reliant.org) a new job description ([Word version](#))
- Read Zondervan Minister's Tax and Financial Guide, which Reliant had mailed to you
- For further questions, consider talking with a professional who is up-to-date on current practices in this field. Reliant strongly encourages this.
- Complete a Parsonage Request form and submit to [HR@Reliant.org](mailto:HR@Reliant.org) ([Word version](#)) ([PDF version](#))
- Understand your new "self-employed" status with Reliant
- Make a well-informed decision on whether to remain in the Social Security system or to opt out
- Notify [HR@Reliant.org](mailto:HR@Reliant.org) of your decision regarding Social Security
- If you are staying in the Social Security system:
  - Decide whether to take the FICA Bonus
  - Notify [HR@Reliant.org](mailto:HR@Reliant.org) if you would like to take the bonus
  - Submit a new Support Goal to accept and activate the bonus (after you've received confirmation that your bonus request has been processed)
  - Find out your options for paying your tax to the IRS.
- If you are opting out of the Social Security system:
  - File [Form 4361](#) with the IRS
  - Submit a new Support Goal