



# Chancellor and Executive Secretary of the Curia

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## The Roman Catholic Archdiocese of Washington

Dear Monsignor/Father,

I write today to provide you with updates and will continue to share with you information as needed.

### **Year-End Priest Tax Letter and Documentation of Expenses**

Attached below are the 2022 Year-End tax letter for priests in active ministry and the 2022 Year-End tax letter for Retired Priests.



[2022 Year-End Tax Letter - Active Ministry.doc](#)



[2022 Year-End Tax Letter - Retired Priests.doc](#)

Note that all Expense Advance Documentation must be submitted by January 1, 2023 in order for the expense advance amount not to be added to your W-2. The Expense Advance Document form is attached below.



[Expense Advance Document - Clergy.docx](#)

All active archdiocesan priests will have their W-2 and 1095-C forms available in CHRIS from their parish or agency by January 31, 2023. All retired priests will have their 1099-R mailed out by January 31, 2023.

November 29, 2022 8:14 am

If you need additional details concerning these year-end tax matters, please contact Angela Ossinger at 301-853-4497 or [ossingera@adw.org](mailto:ossingera@adw.org).

## October Head Count

A gentle reminder that it was requested that the October Head Count report be submitted by November 11th. Thank you to those pastors that have already submitted the report.

For those pastors that have not yet submitted the report, I include below the Report Form to be completed and submitted to Victoria Venable at [venablev@adw.org](mailto:venablev@adw.org).



[Report of Sunday Mass and Vigil Attendance \(Appendix C\).xls](#)

## Electronic Giving Resources

Parish Finance, in collaboration with Communications and Development, offers The 2022 Electronic Giving Update with ideas and resources for parishes seeking to maximize offertory and other payments on the most popular digital platforms.

Parish Finance has also published a Policy and Guideline for Electronic Giving to help parishes ensure they have the proper internal controls regardless of their choice of vendor and platform.

Lastly, Parish Finance offers a new role description for the parish FamilySuite Coordinator to help the pastor ensure accountability for the parish census and contribution system.

Please contact Ms. Adrienne Willich, Executive Director of Parish and School Financial Operations, at [WillichA@adw.org](mailto:WillichA@adw.org) with any questions.

## Priest Email Accounts

We thank you for your patience and cooperation. At this point, most, if not all priest email accounts have been migrated successfully to Microsoft 365. I take this opportunity to remind our priests that Microsoft 365 will not allow for rules to be set up that allows the emails received into the ADW.org to be automatically forwarded to another email account.

The IT Team appreciates your patience as this process was undertaken. Should you have questions, please email Michael Wilson directly at [WilsonMI@adw.org](mailto:WilsonMI@adw.org).

### **Remind the Faithful of Information on the Website**

The archdiocesan websites, [adw.org](http://adw.org) and [adw.org/es](http://adw.org/es), are updated regularly with current information for you to share with your community. Please see [adw.org/coronavirus](http://adw.org/coronavirus) for information related to Covid-19. Daily news and information about our parishes, schools, and ministries are also available at [cathstan.org](http://cathstan.org) and [elpreg.org](http://elpreg.org) for the *Catholic Standard* and the Spanish-language *El Pregonero* newspapers.

As always, should you have questions or need assistance from my office, please know that you can email me at [FarrellT@adw.org](mailto:FarrellT@adw.org) or call my office line at 301-853-4507 or my cell at 202-531-4550.

With gratitude for your priestly ministry, I am  
Sincerely in Christ,

**Terence J. Farrell**

*Chancellor and Executive Secretary of the Curia*



The Roman Catholic  
Archdiocese *of* Washington