

## GIFT, PRIZE or AWARD FORM

Gift, prizes, and awards are considered taxable income per the IRS and must be reported as income to any recipient. This includes, but is not limited to: gift certificates, gift cards, cash, and other non-cash items. Use this form to report recipients of gifts, prizes and awards. Do not use this form for requesting reimbursements of gifts purchased. Such requests must be made on a Check Request. Also, do not use this form to report payments made directly to the awardee via FIS. To avoid delays in processing, please provide the information requested below immediately for any individual recipient.

### RECIPIENT DATA

Recipient Name \_\_\_\_\_

Recipient status (check at least one box below and provide the appropriate ID number):

- Employee<sup>1</sup>      EMPLID: \_\_\_\_\_  
Send completed form to Payroll Department, Campus Box 1000.
  
- Student, Fellow, Resident<sup>2</sup>      Student ID: \_\_\_\_\_ or EMPLID: \_\_\_\_\_  
Send completed form to Tax Department, Campus Box 1034.
  
- Nonemployee<sup>2</sup>      Social Security No: \_\_\_\_\_  
Send completed form to Tax Department, Campus Box 1034.

Non-employee Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### GIFT, PRIZE OR AWARD INFORMATION

Date of Gift, Prize or Award \_\_\_\_\_

Description of Gift, Prize or Award \_\_\_\_\_

Reason for Gift, Prize or Award \_\_\_\_\_

Value of Gift, Prize or Award \_\_\_\_\_

**REQUIRED:** Document ID of original purchase or reimbursement for purchase of Gift, Prize or Award

Doc type (CR, TA, PO, RP) \_\_\_\_\_ Doc ID \_\_\_\_\_

Account Number Charged for Gift, Prize or Award \_\_\_\_\_

LC - DEPT - FUND - BUOB

Submitted by \_\_\_\_\_  
Department contact person (please print)      Contact phone#

<sup>1</sup> The value of gifts, prizes and awards provided to employees, including student employees, will be added to employees' Forms W-2 for proper IRS tax reporting.

<sup>2</sup> The value of gifts, prizes and awards provided to students, fellows, residents, and other nonemployees will be reported on Form 1099 if aggregate taxable payments received by such individual exceed \$600 during the calendar year. Please note that taxable income for US tax purposes provided to nonresident aliens (NRAs) is subject to 30% withholding under the Internal Revenue Code. Gifts, prizes, and awards given to NRAs will be subject to a gross up which will be charged to the department providing the gift, prize or award.