



University Business Office

Reporting Form for Gift Card/Certificate or Gift of Property Above \$100

To ensure compliance with Internal Revenue Service (IRS) rules, this form must be completed when a faculty or staff member purchases 1) a gift card or gift certificate or 2) property with a value above \$100 for an individual or individuals (including current and former students, current and former or retiring employees), and before or at the time the gift card/certificate is presented. For further guidance, visit the Gift Policy page on our website.

Note: Do not use this form to report gift cards or certificates given to research participants.

Part I: Approval Information

Your Name _____ Banner ID (if known) _____ Your Department _____

Your College or Division _____ Account Number for this Expense _____

Signature of Vice President or Dean Approving Gift Purchase _____ Date _____

Signature of Business Office _____ Date _____

Submit fully completed, reviewed, and signed form to the Business Office.

Part II: Recipient Information and Acknowledgment - Single Recipient

If there are multiple recipients, go to page 2.

Name of Gift Card/Certificate or Property Recipient _____ Banner ID (if known) _____

Vendor Number (if no Banner ID) _____ Date of Gift _____ Gift Amount or Fair Market Value _____

By signing below, I acknowledge that the amount of the gift card/certificate or property with a value above \$100 that I am receiving is taxable. If I am an employee of the University, I acknowledge that the amount of the gift will be included in my taxable compensation and, as a result of the additional payroll taxes on the value of the gift, my net take-home pay will likely be reduced when this form is processed.

If you are not an employee of the University, you will receive Form 1099-MISC from the University, if required under IRS rules.

If you accept the gift card/certificate or property but do not sign this form, the value of the gift card/certificate or property will still be included in your taxable compensation or reported on Form W-2 or 1099-MISC. The only way to avoid having taxes withheld is to decline acceptance of the gift card/certificate or property.

Signature of Gift Recipient _____

Recipients must return this completed, signed form to the Business Office.

Reporting Form for Gift Card/Certificate or Gift of Property Above \$100 (continued)

Part III: Recipient Information and Acknowledgment - Multiple Recipients

By signing below, I acknowledge that the amount of the gift card/certificate or property with a value above \$100 that I am receiving is taxable. If I am an employee of the university, I acknowledge that the amount of the gift will be included in my taxable compensation and, as a result of the additional payroll taxes on the value of the gift, my net take-home pay will likely be reduced when this form is processed.

If you are not an employee of the university, you will receive Form 1099-MISC from the university, if required under IRS rules.

If you accept the gift card/certificate or property but do not sign this form, the value of the gift card/certificate or property will still be included in your taxable compensation or reported on Form W-2 or 1099-MISC. The only way to avoid having taxes withheld is to decline acceptance of the gift card/certificate or property.

Recipient Name	Banner ID or Vendor Number (if known)	Gift Amount	Date Given	Recipient's Signature

If you have more than 20 individuals to report, please print or extract this page to another file. Attach as many pages as necessary.

Recipients must return this completed, signed form to the Business Office.