

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 in WorkDay. Also, do not use this form to report payments made directly to the awardee via WorkDay. 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):

- Employee¹ EMPLID: _____
Send completed form to Payroll Department, MSC 1000-0423-01

- Student, Fellow, Resident² Student ID: _____ or EMPLID: _____
Send completed form to Tax Department, MSC 1034-0423-02

- Nonemployee² Social Security No: _____
Send completed form to Tax Department, MSC 1034-0423-02

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: Expense Report, Supplier Invoice, or Procurement document number of original purchase.

Workday Payment Doc Number (EX, SI, PO, etc) _____

Worktags Charged for Gift, Prize or Award (cost center is required)

Submitted by _____

Cost center contact person (please print)

Contact phone#

¹ 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.

² 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.