

University of Northern Colorado

Gifts, Prizes, or Awards Recipient Information Form

IRS regulations require reporting of gifts, prizes, and awards as taxable income to the recipient of the gift, prize, or award meets certain criteria. This form must be filled out for any Gift, Prize, or Award that is recorded in Account 72312 "Prizes and Awards REPORTABLE." Please note that these Reportable Gifts, Prizes, and Awards will be included as taxable income on employee's next paycheck and reported on W-2 forms and on non-employee's 1099-M forms. Please view the Gifts, Prizes, and Awards instruction and FAQ form for more information regarding this or contact Amy Sands in Accounting at 970-351-1828 or at amy.sands@unco.edu. This form must be turned into the Accounts Payable office within 7 days of issuing a Reportable gift, prize, or award to a person.

NAME: _____ SSN/ITIN/BEAR ID #: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

Employee

Non-Employee

Type of gift, prize, or award (check the appropriate box):

Cash- Cash awards for any recipient will be paid through AP. Award information for employees will be forwarded to payroll office for inclusion on employee W-2. If student, must use Student Only Form.

Amount \$ _____

Gift Card/Certificate- These are not allowed, unless a waiver has been preapproved by the University Tax Accountant. Please attached copy of the signed waiver to this form.

Amount \$ _____

Gift Card Waiver # _____

Non-Cash/Other- Any non-cash item (Example: iPod, Computer) that has a value of \$50 or more. Recipient info for non-cash items under \$50 (T-shirt, Mug, Pen) is not necessary.

Amount/FMV \$ _____

Purpose/
Description:

FOAPAL where Gift, Prize, or Awards was charged:

FUND _____ ORG _____ ACCT 72312 PROG _____ ACTV _____

Type of transaction:

Accounts Payable

PCard

Department Contact: _____ Phone: _____