Utah State University
Employee Taxable Gifts and Awards Form

The following gifts and awards are taxable to the recipient and must be reported to the Controller's Office by submitting this form.

☐ Gifts in excess of $100

☐ Length-of-Service/Retirement Awards in excess of $400

☐ Cash or cash Equivalents (this includes Gift Cards/ Certificates)

Employee's Name (Please Print) _____

A _____
Banner ID Number

Department _____

$ _____
Value of Gift or Award

Description of Gift or Award:

_____

_____

_____

_____

Employee's Signature _____

Date _____

Department Approval Signature* _____

Approval Name (Please Print) _____

Date _____

*At lease one supervisory level above the recipient

CONTROLLER'S OFFICE USE ONLY

Initials _____

$ _____
Taxable Amount

Date _____