



BUSINESS SERVICES FOR STUDENT AFFAIRS

BUSINESS SERVICES FOR DIVERSITY, EQUITY, & INCLUSION

Taxable Gift and Award Form

Certain gifts and/or awards received from Utah State University may be taxable per IRS guidelines. The following gifts and awards must be reported to the Controller's Office by completing this form.

- ALL monetary gifts/awards (gift cards, cash, etc.) **MUST** be reported for everyone regardless of value.
- Tangible, non-monetary gifts/awards under \$100 in total are not reportable.
- This form will be updated as needed depending on guidelines from USU Controller's and the most recent update of the form should be used.

To be completed by Recipient or Department:

Awardee Type:
Check all that apply

USU EMPLOYEE

USU STUDENT

COMMUNITY MEMBER

Recipient Name (Please Print)

Banner A#

Email

Phone Number

Date: _____

Recipient's Signature (by signing recipient acknowledges that they have received the item(s) listed below as a gift from a USU event or program which is being reported to the IRS and may qualify as taxable)

To be completed by Department:

Department

\$ _____
Value of gift or award

Description of Gift or Award: (i.e. gift card, tshirt, basket, etc.)

If this was a gift card, please indicate the vendor: (i.e. Amazon, Campus Store, etc.)

Description of event or purpose for Gift or Award:

Department Approval (Please print)

Department Approval Signature

*If the recipient is not available to complete the form, a second department employee may sign as acknowledgment that the gift was given.

Department Approval (Please print)

Department Approval Signature

**Employees: All monetary gifts are taxable at any amount. Non-monetary gifts valuing over \$100.00 are taxable.*

**Students/Community Members: Monetary/non-monetary gifts are taxable once cumulative value exceeds \$600 per calendar year.*