

**Alfred University  
Staff and Student  
Taxable Gifts and Awards Form**

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The following gifts and awards are taxable to the recipient and must be reported to the Payroll Office by submitting this form, with all approvals, prior to the presentation of the award.

Non-Cash Gifts  
(Example: Sweatshirt)

Cash or Cash Equivalents  
(This includes Gift Cards/Certificates)

Employee:    Yes  (This determines if the award is reported via W2 or 1099 at the end of the year)  
                  No

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\_\_\_\_\_  
Staff or Student Name (Please Print)

\_\_\_\_\_  
Banner ID Number

\_\_\_\_\_  
Department

\_\_\_\_\_  
\$ Value of Gift or Award

Description and Reason for Gift or Award:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Staff or Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Approver's Signature\*

\_\_\_\_\_  
Approver's Name (Please Print)

\_\_\_\_\_  
Date

\*At least one supervisory level above recipient

**PAYROLL OFFICE USE ONLY**

\_\_\_\_\_  
Initials

\$ \_\_\_\_\_  
Taxable Amount

\_\_\_\_\_  
Date