

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

Gifts and awards may be taxable to the recipient and must be reported to the Payroll Office by submitting this form, with all approvals, a minimum of 3 weeks prior to the planned presentation of the award to allow for processing.

Non-Cash Gifts
(Example: Sweatshirt)

Cash or Check
(Gift Cards/Gift Certificates are not allowed)

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

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