

## *Gift/Award/Incentive Form to Determine Taxability/Reportability to Recipient*

**Instructions:** If the gift exceeds \$75 for an employee or \$250 for a non-employee, scan & submit the completed form to [P2P Payables@boisestate.edu](mailto:P2P_Payables@boisestate.edu).

**\*\*Due to the sensitive nature of information on this form, DO NOT ATTACH TO OFC TRANSACTION.\*\***

**Purpose:** This form collects information necessary to track gifts/awards/prizes and to determine whether gifts/prizes awarded to BSU faculty/staff or non-employees are taxable in accordance with IRS requirements per BSU 6230 Gifts, Awards & Incentives.

<b>PURCHASER INFORMATION</b>
Department: _____
Requester Name: _____ Ext. _____
Vendor No (or Name & Empl ID for reimbursements) _____
Payment method (check one): <input type="checkbox"/> Purchase Requisition <input type="checkbox"/> Employee reimbursement <input type="checkbox"/> Pcard
<b>REQUIRED RECIPIENT INFORMATION</b>
Is the recipient a US citizen? <input type="checkbox"/> YES <input type="checkbox"/> No – <b>STOP:</b> If you answered “NO” to this question, please contact Tax Reporting at extension 6-2543 BEFORE gift is presented.
Recipient Name (PRINT): _____

**Please fill in the information appropriate to the employee status of the recipient:**

<u>Employee</u>	<u>Non-Employee</u>
Employee ID No.: _____	SSN: _____
Department: _____	Address: _____
Campus Ext: _____	City/State/Zip: _____
	Is the recipient related to an employee of the University? <input type="checkbox"/> Yes <input type="checkbox"/> No

**BUSINESS PURPOSE (all fields below are REQUIRED):**

**PLEASE CHECK ONE:**

Cash Award/Prize  Gift Certificate/Card (debit or cash equivalent type)  Merchant Gift Certificate/Card (specific to a particular vendor/merchant)  Other Gift

**Description of gift:** \_\_\_\_\_  
\_\_\_\_\_

**What is the expected business outcome of this gift?** \_\_\_\_\_  
\_\_\_\_\_

**Why was this gift given to this individual?** \_\_\_\_\_  
\_\_\_\_\_

**How is this person affiliated with the University?** \_\_\_\_\_  
\_\_\_\_\_

**When was the gift given?** \_\_\_\_\_ **Dollar Value:** \$ \_\_\_\_\_

**Recipient or Purchaser Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*My signature certifies that I have received or given the prize or award described above. (Note: If the recipient does not sign two Boise State employees are required to acknowledge the information above is true and correct and that the gift was in fact given to the recipient.)*

**Second Signature** \_\_\_\_\_ **Date** \_\_\_\_\_