

## 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)

\_\_\_\_\_ <sup>A</sup> \_\_\_\_\_  
 Employee's Name (Please Print)      Banner ID Number

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

Description of Gift or Award:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
 Employee's Signature

\_\_\_\_\_ Approval Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_  
 Department Approval Signature\*

\*At least one supervisory level above the recipient

|                              |                |       |
|------------------------------|----------------|-------|
| CONTROLLER'S OFFICE USE ONLY |                |       |
| _____                        | \$ _____       | _____ |
| Initials                     | Taxable Amount | Date  |