

Employee Non-cash Awards, Prizes, and Gifts Form

Section A

Name of Employee: _____

Social Security or TechID #: _____

Description of Gift: _____

Date of Gift: _____

Account Number: _____

Account Name: _____

Section B

- YES NO 1. Was this an employee achievement award for **length of service**?
- YES NO 2. Was this an employee achievement award for **safety**?
- YES NO 3. If this is an award for length of service, has employee received any other length of service awards within the current tax year or any of the past four tax years?
If yes, please explain. _____

- _____ 4. How long (in years) has this person been employed by TTU?
Is this employee retiring? YES NO
- YES NO 5. Was the award presented to the employee as part of a meaningful presentation?
If yes, please describe the event. _____

Section C

I certify that the above information is true and correct to the best of my knowledge.

Account Manager

Date

The following approvals must be obtained in advance of purchasing a non-cash award, prize, or gift of an amount in excess of \$75 (de minimis).

Vice President's/Vice Chancellor's Signature

Date

Office of Tax Compliance

Date

Accounting Services

Date

Payroll Department

Date

NOTICE

If the award/gift is determined to be for length of service (including retirement), the employee will not be subject to taxation up to a \$400 award/gift value. However, any other award/gift given to the employee within that tax year and the following four tax years will be subject to taxation.

Attachment B OP 69.02, Vol. II 07/15/2004
