

**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)

Employee's Name (Please Print) A _____
Banner ID Number

Department \$ _____
Value of Gift or Award

Description of Gift or Award:

Employee's Signature _____
Date

Department Approval Signature* _____
Approval Name (Please Print) _____
Date

*At least one supervisory level above the recipient

CONTROLLER'S OFFICE USE ONLY

Initials \$ _____
Taxable Amount _____
Date

As a Utah State Employee I understand that my award will be taxed and come out of my next payroll check in the tax amount of up to 35%.

If you have any questions feel free to call Rachel at CCPDI 1-855-531-2468.

Signature _____