

Employee* Prizes and Awards Payroll Reporting Form

Prizes and awards purchased with University funds and given to employees must be given for a specific purpose. Reportable prizes and awards are in the form of cash, gift cards, gift certificates, or other items of cash equivalent value. Reportable prizes and awards presented to employees are subject to applicable Federal and State taxes, and are included as wages on the employee's W-2 form. All departments, organizations, and councils must immediately report employee prizes and awards to payroll, for processing upon receipt.

Forms are processed on the next scheduled payroll.

Employee Name: _____ **Employee ID #:** _____

Date Received by Employee: _____ **Amount:** _____

Type of Prize/Award: Cash Cash-Equivalent (gift card, gift certificate)
 Other (description) _____

Justification: _____

Employee Signature: _____ **Date:** _____

Name of University Department/Organization and responsible employee to contact with questions regarding this form (please print):

Name: _____ **Extension:** _____

Department/Organization: _____

***Employee = All faculty, staff, graduate assistants and student workers.**