



MEMORANDUM

TO: Georgia Tech Athletic Association (GTAA) Coaches and Administrative Staff

FROM: Marvin Lewis, Associate AD – Finance & Administration
Rick Thorpe, Associate AD – Sales & Fan Engagement

DATE: November 5, 2015

RE: Complimentary Men's and Women's Basketball Tickets - Season and Single Game

Similar to the 2015 Football season, GTAA will be implementing new complimentary season and single game tickets policies and procedures for the 2015-16 Men's and Women's Basketball season.

SINGLE GAME TICKETS

Single game tickets for Men's and Women's Basketball will be distributed on a first come, first serve basis and are not subject to taxation (as long as the venue isn't declared a "sellout").

- **Men's Basketball** - All single game ticket requests must be submitted to the Ticket Office at least 48 hours prior to each home game via the 2015-16 MBB Basketball Single Game Ticket Request Form (link below).
- **Women's Basketball** - Each employee can utilize their BuzzCard to gain entry into all Women's Basketball home games. Show your BuzzCard at the McCamish box office and a ticket will be provided for entry. If additional tickets are needed, one can request tickets by sending an email to Laura Dinger (ldinger@gtaa.gatech.edu) at least 24 hours prior to each home game.

Tickets will be available for pickup in the Ticket Office Monday through Friday from 9am to 5pm.

SEASON TICKETS

Employees can request complimentary Men's and Women's Basketball season tickets by submitting the 15-16 GTAA Staff Basketball Season Ticket Request Form (link below). ***If interested, please complete and submit the form to the Ticket Office by no later than Tuesday, November 10th, 2015.***

Note that season tickets requested by employees are considered taxable fringe benefits and are subject to taxation regardless of individual "sell outs". The IRS requires that complimentary season tickets be treated as income and reported as a "benefit" with 80% of the face value subject to taxation. Please see the example below.

EXAMPLE – Men's Basketball	
Two (2) Season Tickets @ Face Value = \$290/ticket	\$580.00
80% of Face Value (\$560 x 80%)	\$464.00
Cost to Employee/Estimated Taxes Withheld (\$464 x 33%)*	\$153.12
EXAMPLE – Women's Basketball	
Two (2) Season Tickets @ Face Value = \$60/ticket	\$120.00
80% of Face Value (\$120 x 80%)	\$96.00
Cost to Employee/Estimated Taxes Withheld (\$96 x 33%)*	\$31.68



****Note that the actual amount of tax withheld on complimentary season tickets is dependent on each employee's individual tax situation (tax bracket, number of dependents, etc.) and cannot be determined by GTAA.***

If requested, one will have the option of reporting the income in one pay period or divided over a four (4) month period in equal installments.

Upon notification that the tickets are ready for pick up, each employee will be required to sign for their season tickets in the Ticket Office. No tickets will be released to anyone who has not completed the form.

TICKET ALLOCATIONS

Contracted employees may receive season or single game tickets up to the allocation detailed in their employment agreement. Full-time employees without an employment contract are permitted to receive up to two (2) season or single game tickets. Part-time employees are permitted to request up to two (2) single game tickets only.

PROHIBITED USES

Please note that under no circumstances may complimentary tickets be sold, traded, or bartered for goods and services. Also, complimentary tickets may not be provided to prospective student-athletes and/or their parent(s), legal guardian(s), friend(s), or any third party associated with a prospective student-athlete, including but not limited to high school and nonscholastic coaches, agents, advisors, and trainers. Any violation of the policy could result in the loss of complimentary ticket privileges as well as termination of employment for misconduct.

FORMS

2015-16 Men's Basketball Single Game Ticket Request Form -

https://portal.acsathletics.com/FormBuilder/RenderForm.aspx?org_id=855&form_id=140770&staff_id=23807

2015-16 Men's and Women's Basketball Season Ticket Request Form –

https://portal.acsathletics.com/FormBuilder/RenderForm.aspx?org_id=855&form_id=140771&staff_id=23807

QUESTIONS

If you have any questions or concerns related to the taxability of season tickets and/or the impact on your W-2, please contact Marvin Lewis or Rick Thorpe. For questions related to securing season or single game tickets, please contact Laura Dinger.

Thanks and we look forward to a great Men's and Women's Basketball Season!