



Taxable Employee Gifts

Form for processing **non-cash** gifts, prizes and awards to employees

Please provide the following information for a non-cash gift to an employee. (All non-cash gifts with a value of more than \$20 must be approved by the employee's supervisor and the departmental financial administrator.)

1. Employee's name: _____

2. Supervisor's name: _____

3. The amount or value of the award: \$_____._____

4. Date of the award: ____/____/____

5. Description of the award:

Employee signature_____ Date: ____/____/____

Supervisor signature_____ Date: ____/____/____

Payroll signature_____ Date: ____/____/____

Once completed with the appropriate approvals, please forward to the Payroll Department for processing in the employee's payroll check. Any questions should be directed to Payroll at payroll@anomalysquared.com.

****Note:** Non-cash gifts are taxable to the employee and must be reported on the W2. However, Anomaly Squared will contribute the additional withholding tax due on behalf of the employee for taxable gifts received.