



# Taxable Employee Gifts

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

Please provide the following information for a cash or non-cash gift to an employee. (All cash or 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:

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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](mailto: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 in the amount of \$250 or more.