



Taxation Employee Gifts

Form for processing **non-cash** gifts, prizes and awards to employees **over \$100*****

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 to employees are taxable to the employee; as a result, such gifts must be reported to the Payroll Department for inclusion in the employee's W-2.