

Employee Gifts & Awards Payroll Reporting Form

Use this form to notify Foundation Payroll when a Foundation employee receives a taxable cash, non-cash award or gift > \$100 as described in Hospitality policy. Gifts presented to Foundation employees for permissible business related reasons are subject to applicable Federal, State, and Local taxes. All taxable amounts added to an employee’s payroll will be subject to applicable taxes and will be included in the applicable boxes on the employee’s W-2 at calendar year end.

It is the responsibility of the department or manager conferring the award to report all Foundation employee gifts and awards to the Payroll Specialist for processing using this form within 30 days. Submitted forms will be processed on the next scheduled payroll day. Please refer to the payroll schedule on the Foundation website.

If you have questions about the tax impact for an individual employee, please contact Darcy Estrada, Payroll Specialist (Destrada@csudh.edu) before submitting this form.

Submitter Information	
Submitter Name:	Date:
Department:	Email:
Recipient Details (Employee):	
Recipient Name:	Date Award/Gift Received:
Amount:	Type of Award/Gift:
Justification:	
Approvals:	
Submitter/Manager:	Date:
Recipient:	Date:
Foundation Payroll:	Date: