

## **Notice of Tax Reportable Gift Card / E-Gift Card / Gift Certificate**

This notice is to be provided to any employee or student who receives a gift card, e-gift card, or a gift certificate. Cash equivalent instruments such as gift cards, e-gift cards, or gift certificates are governed by state and federal tax laws.

The value of the gift will be included in the employee's W-2 at year end and included in a payroll period for purposes of income tax withholding and payroll taxes. Individuals who receive \$600 or more in cash equivalent gifts will receive a 1099-MISC at the end of the calendar year. If it is determined that a student has received over \$600 in gift cards or prizes from the CSUSB Philanthropic Foundation, the student will be required to fill out a W-9 form. If the student is employed by CSUSB as a student assistant, this information will be reported to Payroll.

The amount listed is determined based on retail value. The retail value is the price paid for the item at the time of purchase.

### **Reportable Gift Card / E-Gift Card / Gift Certificate**

Cash or cash equivalent (regardless of the dollar amount) is tax reportable if the recipient has received \$600 or more in reportable gifts during a calendar year. Some examples are the following:

- Gift Cards (Any Value)
- E-Gift Card (Any Value)
- Gift Certificates (Any Value)

## Acknowledgement Form

Event Name: \_\_\_\_\_

Event Sponsor: \_\_\_\_\_

Name of Recipient: \_\_\_\_\_

Recipient Email: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_

Gift Received: \_\_\_\_\_

Gift Amount: \$ \_\_\_\_\_

Are you employed by CSUSB? Circle one:          Student assistant          Faculty/Staff

### Certification to be signed by the Participants:

I, \_\_\_\_\_,  
*Print Full Name*

Understand that, if I am a student of the CSU, that this payment will be reported to Financial Aid or CSUSB Accounts Payable in accordance with Title IV, California Code of Regulations, Section 42500 (d). I also understand that if I am an employee of the CSU, that this payment will be reported to Payroll and is taxable according to state and federal tax rules.

Additionally, I understand that under IRC Section 132 (a)(3), 3121(a), 6041 and 1.132-6 (c) and Technical Advice Memorandum 200437030 requires CSU, to report payments of \$600 or more per calendar year to me in fixed or determinable income to the Internal Revenue Service (IRS) which includes awards.

I understand if I am a Nonresident Alien, the IRS requires that 30% of the value of the gift, gift card/certificate be withheld. However, due to the impracticality of withholding on a gift, gift card/certificate, the Department distributing the gift, gift card/certificate is responsible for the payment of the applicable tax. To ensure accurate reporting and payment of such taxes, departments must contact the Office of Tax Compliance at [mmutadza@csusb.edu](mailto:mmutadza@csusb.edu).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coyote ID