Cornell University

University Tax Office

Gift Card/Certificate Reporting Form

To ensure compliance with IRS rules, this form must be completed when a faculty or staff member purchases a gift card or gift certificate for an individual or individuals (including current and former students, current and former or retiring employees), and before the gift card/certificate is presented. For further guidance, visit the <u>Gift Cards and Certificates</u> page on our website.

Note: Do not use this form to report gift cards or certificates given to research participants.

Part I: Approval Information						
Your Name	Your NetID Your Un	nit/Department				
Your Business Officer's/Dean's Name	ur Business Officer's/Dean's Name Account Number for this Expense					
		Date				
Signature of Business Officer or Dean Ap	proving Compensation					
		Date				
Signature of Business Service Center Director						
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Submit fully completed, reviewed, and signed forms to the University Tax Office at tax@cornell.edu with "Gift Card Report" in the subject line.						
Report in the subject line.						
Don't II. Desirient Information on	al Antonomia della contacta Cina	ula Dasiniant				
Part II: Recipient Information and	d Acknowledgment - Sing	gie Recipient				
If there are multiple recipients, go to p	page 2.					
Name of Cift Card/Cartificate Beginsent		Desirient NetID				
Name of Gift Card/Certificate Recipient		Recipient NetID				
Vendor Number (if no NetID)	Date of Gift	Gift Amount				
By signing below. I acknowledge that the	e amount of the gift card/certificate	te I am receiving is taxable. If I am an employee of	of the			
university, I acknowledge that the amount of the gift will be included in my taxable compensation and, as a result of the						
additional payroll taxes on the value of the	ne gift, my net take-home pay will	Il likely be reduced when this form is processed.				
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If you are not an employee of the university, you will receive Form 1099-MISC from the university, if required under IRS rules.						
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I IT VOU accept the dift card/certificate but (do not sign this form, the value of	ot the dift card/certificate will still be included in vol	ur			
		of the gift card/certificate will still be included in you avoid having taxes withheld is to decline acceptant				
taxable compensation or reported on For						
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taxable compensation or reported on For						

Gift Card/Certificate Reporting Form, continued.

Part III: Recipient Information and Acknowledgment - Multiple Recipients

By signing below, I acknowledge that the amount of the gift card/certificate I am receiving is taxable. If I am an employee of the university, I acknowledge that the amount of the gift will be included in my taxable compensation and, as a result of the additional payroll taxes on the value of the gift, my net take-home pay will likely be reduced when this form is processed.

If you are not an employee of the university, you will receive Form 1099-MISC from the university, if required under IRS rules.

If you accept the gift card/certificate but do not sign this form, the value of the gift card/certificate will still be included in your taxable compensation or reported on Form 1099-MISC. The only way to avoid having taxes withheld is to decline acceptance of the gift card/certificate.

Recipient Name	NetID or Vendor Number	Gift Amount	Date Given	Recipient's Signature

If you have more than 20 individuals to report, please print or extract this page to another file. Attach as many pages as necessary.

Recipients must return this completed, signed form to your business service center director.