



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 Business Office page on our website.

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

Part I: Approval Information (Required)

Your Name _____ Your Department _____

Your Supervisor/Dean's Name _____ Budget Code for this Expense _____

Approval Signature _____ Date _____

Signature of Business Office _____ Date _____

Submit fully completed, reviewed, and signed forms to the accountspayable@stlawu.edu with "Gift Card Report" in the subject line. **PLEASE FILL OUT PART 2 FOR A SINGLE RECIPIENT OR PART 3 FOR MULTIPLE**

Part II: Recipient Information and Acknowledgment - Single Recipient

If there are multiple recipients, go to page 2.

Name of Gift Card/Certificate Recipient _____ Recipient Email _____

Student ID Vendor Number _____ Date of Gift _____ Gift Amount _____

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, because 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 (or 1042-S if international) from the university, if required under IRS rules. Is this for an international student. If YES, please provide:

Country of Citizenship _____

Do you want the amount grossed up for taxes? ____ Yes ____ No

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 or 1042-S. The only way to avoid having taxes withheld is to decline acceptance of the gift card/certificate.

Signature of Gift Recipient _____

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, because 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 or (1042-S if international) 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 or 1042-S. The only way to avoid having taxes withheld is to decline acceptance of the gift card/certificate.

Recipient Name	Student ID or Vendor #	Gift Amount	Date Given	Recipient's Email	Recipient's Citizenship	Gross Up Taxes Yes or No

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