

# Taxable Employee Non-Cash Award or Gift Reporting Form



Use this form to notify Payroll when an **employee** receives a **taxable** non-cash award or gift as described in [UC Policy G-41, Employee Non-Cash Awards and Other Gifts](#). This reporting form is required for **all** taxable employee awards or gifts regardless of whether the award or gift was purchased directly from a supplier using **BearBuy** or procurement card (P-card), reimbursed using **MyExpense**, or obtained using any other method. This form is **not** required when an employee receives a non-cash award or gift that is **not subject to withholding** per UC Policy G-41. If you have questions about the tax impact for an individual employee, please contact Su Lin ([Su.Lin@ucsf.edu](mailto:Su.Lin@ucsf.edu)) in the Payroll Office before submitting this form.

This form **must** be submitted **within 30 days** of the employee's receipt of the taxable award or gift.

Complete all fields and then click **Submit** to route the form to the Controller's Office Solution Center.

You can also report taxable employee non-cash awards or gifts by sending an email to [COSolutionCenter@ucsf.edu](mailto:COSolutionCenter@ucsf.edu) that contains all of the information required below.

## Submitter Details

<b>Submitter's Name:</b>		<b>Department:</b>	
<b>Telephone Number:</b>		<b>Email:</b>	

## Recipient(s) Details

	Recipient Name	Recipient Employee ID	Date Award/Gift Received	Award/Gift Amount or Value	Type of Award or Gift
1		02		\$	
2		02		\$	
3		02		\$	
4		02		\$	
5		02		\$	
6		02		\$	
7		02		\$	
8		02		\$	
9		02		\$	
10		02		\$	
11		02		\$	
12		02		\$	
13		02		\$	
14		02		\$	
15		02		\$	

Click the **Submit** button to open a new email. Your form will be automatically attached. Click your email application's send button to complete the submission process.