

Prize or Award Form for Employees

The information requested on this form is necessary for the University to determine its institutional tax reporting and withholding obligations.

The department or event organizer responsible for issuing a prize or award to employees and the recipient should complete this form.

Refer to the [Hospitality Policy](#) for the University's policy and prize/award limits.

Name of Prize/Award: _____
 Department: _____ Contact Person: _____

Date of Prize/Award	Type of Prize/Award:	Prize/Award Classification:	Description of Prize/Award	Fair Market Value of Prize/Award
	<input type="checkbox"/> Non-Cash <input type="checkbox"/> Gift Card <input type="checkbox"/> Certificate <input type="checkbox"/> Others (please specify) _____	<input type="checkbox"/> Job Performance <input type="checkbox"/> Prize <input type="checkbox"/> Length of Service <input type="checkbox"/> Retirement <input type="checkbox"/> Others (please specify) _____		

TO BE COMPLETED BY DEPARTMENT

CWID#: _____ Relationship to CSUF: _____
 Last Name: _____ First Name: _____ Middle Name: _____
 Email: _____ Telephone: _____

Prize or Award Restrictions:

Generally, **ALL** prizes or awards are considered **taxable income** per IRS regulations and must be reported as income at their fair market value by the recipient.

- Cash prizes or awards, including gift certificates, gift cards or an equivalent item are always taxable.
- *De minimis*¹ prizes or awards are nontaxable.
- Tangible personal property for certain employee achievement awards is nontaxable, subject to a dollar limitation.
- Certain prizes or awards transferred by the recipient to a charitable organization is nontaxable.

The fair market value of prizes or awards will be reported by the University on Form W-2 "Wage and Tax Statement" and is subject to federal and FICA withholding based on graduated rates.

Recipients who refuse/decline the prize or award should not include the value of the prize or award in their income.

Prizes or awards are non-transferable and if not claimed after 30 days will result in forfeiture.

¹A prize or award that is not cash or cash equivalent, of nominal value **and** provided infrequently to the employee.

By signing below, I certify all information is true and correct to the best of my knowledge.

Signature of Recipient

Date Signed