

## 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.

**Employees (including student employees):** The value of a tangible gift above \$50.00 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. The value of a Gift Card / E-Gift Card / Gift Certificate, in any amount, 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.

**Non-employees:** Individuals who receive \$600 or more, in a calendar year, in cash equivalent gifts or tangible items 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, the student will be required to fill out a W-9 form

**Anonymous Research Subjects:** Individuals who participate in anonymous research will remain confidential. A subject who receives \$600 or more, in a calendar year will be required to provide a W-9 form to the Researcher leading the study. Total compensation will be reported on the 1099-MISC at the end of the calendar year.

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