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.