

APPENDIX A

University Policy 602.11, Gifts, Awards, and Prizes

Thresholds for Reportable¹ Gifts, Awards, and Prizes

Type of Gift, Award, or Prize	Threshold for Reportable ¹ Per Person Amount	Tax Reporting if Amount Exceeded
Employee Cash Awards and Gifts <i>Includes gift cards</i>	\$0	Include on W-2
Employee Non-Cash Awards and Gifts ² :		
Length of Service	\$400	A
Retirement	\$400	A
Safety Achievement	\$400	A
Recognition	\$100	B
Prizes, Incentives, and Other Gifts	\$100	B
Congratulatory Gifts	\$100	B
Sympathy Gifts	\$200	B
Non-employee Awards and Gifts ²	\$600	B

Tax Reporting Requirements if Amounts are Exceeded:

- A. If the cost or value of the award or gift exceeds the limit, the *amount in excess of the limit* is taxable and must be reported to the Tax Office.
- B. If the cost or value of the award or gift exceeds the limit, the *entire amount* is taxable and must be reported to the Tax Office.

¹ “Reportable” means reportable to the Tax Office for tax reporting purposes.

² All awards and gifts made to nonresident alien recipients, regardless of the amount, are taxable and must be reported to the Tax Office.