



Use this form to notify Payroll when an **employee** receives a **taxable** non-cash or cash equivalent award or prize as described in [Cal State East Bay's Hospitality Policy](#). This reporting form is required for **all** taxable employee awards regardless of whether the award was purchased directly from a supplier using a P-Card or obtained using any other method. This form is **not** required when an employee receives a non-cash award or prize that is **not subject to withholding** per CSU Policy. Employee cash equivalents must be reported regardless of the amount. If you have questions about the tax impact for an individual employee, please contact Tony Tijero (tony.tijero@csueastbay.edu) in the Payroll Office before submitting this form. This form **must** be submitted **within 10 days** of the employee's receipt of the taxable award or gift.

Approving Dept. Administrator

Name Employee ID

Department College Unit #

Employee Details

Name Employee ID

Department College Unit #

Date Award/Prize Received Award/Prize Amount or Value \$

Type of Award or Prize

Employee Signature Date

Award, Prize Description or Comments

Approving Dept. Administrator Signature Date