

**Reportable Gifts, Awards, and Prizes: Documentation Form**  
University Of Massachusetts Business and Travel Expense Policy dated December, 2021

The Reportable Gift Awards and Prizes Documentation Form is required to be completed and returned by all recipients who received non-electronic gift cards. The only exception to this is all gift cards (both electronic and non-electronic) that are issued to employees must have this form so that it can be forwarded to the President's Office Employee Services Department.

For questions regarding this form, contact the Controller's Office at [controller.request@umassd.edu](mailto:controller.request@umassd.edu).

**UMass Dartmouth Contact Information**

College/Department \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

Recipient's Name: \_\_\_\_\_

Recipient's Address: \_\_\_\_\_

Recipient's UMass Dartmouth ID #: \_\_\_\_\_

Gift/Award Description: \_\_\_\_\_

Value of Gift/Award: \_\_\_\_\_

**Employee ID# must be listed here (not UMass ID#)**

Is recipient a US Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

*As the departmental contact administering this gift/award/prize, I confirm that this documentation complies with University of Massachusetts Business and Travel Expense Policy dated December, 2021 and that the information stated above is accurate.*

Department Approver Signature \_\_\_\_\_

Date: \_\_\_\_\_

*As the gift or award recipient, I understand that this award or gift may be considered taxable income and reportable to me on Form W-2, Form 1099-MISC, or Form 1042-S.*

Gift/Award Recipient Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> For nonresident alien recipients, withholding and reporting compliance must be adhered to, and additional documentation is required (e.g., Foreign National Information Form). Contact the Tax Office to determine what documentation will be required.