# Gift Reporting Form

**UNIVERSITY OF WATERLOO**

Gifts may only be given when the reason for giving the gift supports the mission and values of the University, is permitted by University policy as well as any terms and conditions of the specific funding source, and is consistent with the principles of the Broader Public Sector guidelines.

Please provide the information below for gifts provided to employees, students or visitors.  Gifts include near-cash (gift certificates and gift cards) and non-cash items.  Awards or prizes given to employees must also be reported on this form.  These gifts or awards may be considered taxable income per the Canada Revenue Agency.  Upon receipt of this form, Human Resources will assess the tax status of the gift or award and report as appropriate.

Reporting is only required for gifts and awards provided with University funds.  Gifts given based on a voluntary collection from staff are not reportable and outside the scope of this form.

See the Gifts and Gift Certificates/Gift Cards Procedure for more information.  **If you are requesting a WatCard transfer, send this form with your transfer request to the WatCard Office.  For all others, please send the completed form to Finance - Accounts Payable.**

## Recipient Information:

Recipient type     ○ Employee     ○ Student     ○ Visitor

Name

Address

Employee ID #                                  Student ID #

Date of Birth*                                  (dd-mmm-yyyy)

Social Insurance #*                             (Required if recipient is not an employee of the University)

## Gift Information:

Reason for gift

Description of gift

Fair value of gift

Account and Posting Attributes     ACCOUNT          WORK ORDER          ACTIVITY

Form submitted by

E-mail

Date submitted

Signed

## Recipient Declaration:
I acknowledge that I have received the gift outlined above from the University of Waterloo.
I further acknowledge that this gift received from the University of Waterloo may be taxable and may be reported to the Canada Revenue Agency as such. I am aware that information* collected on this form is collected for the purposes of tax reporting.

Signature of recipient: