

# Reporting Form for WatCard Deposits Charged to a Department Account

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 funds provided to employees, students or visitors, in the form of a deposit to their WatCard account. These funds may be considered taxable income per the Canada Revenue Agency. Upon receipt of this form, Human Resources will assess the tax status report as appropriate.

Reporting is only required for WatCard deposits 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](#) and the giving of [Honorariums](#) for more information.

Please email this completed form to [watcard@uwaterloo.ca](mailto:watcard@uwaterloo.ca) with your transfer request; include your departmental account information in the email to the WatCard Office.

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## Recipient Information:

Note: If requesting deposits, to more than 3 WatCard accounts, for a singular purpose, please attach a spreadsheet containing the Student ID #/WatCard #, First and Last Name.

Name \_\_\_\_\_ Student or WatCard ID # \_\_\_\_\_  
Recipient Type     Employee     Student     Visitor

Name \_\_\_\_\_ Student or WatCard ID # \_\_\_\_\_  
Recipient Type     Employee     Student     Visitor

Name \_\_\_\_\_ Student or WatCard ID # \_\_\_\_\_  
Recipient Type     Employee     Student     Visitor

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## Deposit Information:

Reason for deposit: \_\_\_\_\_

Deposit Amount (per person): \_\_\_\_\_

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## Departmental Information:

Account #: \_\_\_\_\_ - \_\_\_\_\_ Total Amount: \_\_\_\_\_

Form submitted by: \_\_\_\_\_

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

Signature: \_\_\_\_\_