



UNIVERSITY of  
DENVER

OFFICE OF THE CONTROLLER

**Taxable Gift Documentation**

Recipient ID # \_\_\_\_\_

Recipient Name \_\_\_\_\_

Taxable Value of Gift \_\_\_\_\_ (No minimums)

Date of Receipt of Gift \_\_\_\_\_

Brief Description of Gift \_\_\_\_\_

The recipient is paid on a Biweekly \_\_\_\_\_ or Monthly \_\_\_\_\_ basis. (Please select one)

The taxable value of this gift will be included as taxable income on the recipient's next regularly scheduled pay day. It will appear as **XGF** on their pay stub. The amount will also appear on the recipient's W-2.

Department Name Issuing Gift \_\_\_\_\_

Department Organization Number \_\_\_\_\_

Authorized Department Representative Signature \_\_\_\_\_  
(Must have budgetary control)

Printed Name \_\_\_\_\_

Telephone Ext. \_\_\_\_\_

Please submit this form to the Payroll Office by the deadlines on the Payroll Calendar.

Payroll Use Only

Taxable amount added to the \_\_\_\_\_ payroll.