

**LAKE WORTH INDEPENDENT SCHOOL DISTRICT
TAXABLE GIFTS AND AWARDS FORM**

The following gifts and awards are taxable to the recipient and must be reported to the Business Office by submitting this form. It is the responsibility of the recipient to report gifts/awards to the Internal Revenue Service. Include all cash or cash equivalents (this includes Gift Cards/Certificates). Please mark the appropriate box with an 'X'

PO Reference # _____

Employee: No _____ Gifts/Awards under \$100

Yes _____ Gifts/Awards in excess of \$100

This determines if the award is reported via
W-2 or 1099 at the end of the year.

Employee/Student's Name (please print)

Dollar Value of Gift or Award

Award Description (i.e. gift card)

Educational purpose of the gift or award:

Employee/Student's Signature

Date Received by Employee/Student

Campus Principal Approval

Date Approved

Business Office Approval

Date Approved