



Request Id: _____

CASH OR GIFT CARD DISTRIBUTION DOCUMENTATION FORM

Custodian Name: _____

Purpose: To report all distributions of cash or gift cards, regardless of source, to employees, students, and guests. There is no minimum threshold. Additional documentation may be required, per recipient, if the following applies:

Recipient is:	Required Additional Documentation
US Citizen or Permanent Resident*	W-9 required if greater than \$200 is given
Non-US Citizen or Non-Permanent Resident	W-8BEN required if greater than \$15 is given

Either (1) have the Recipient and **an employee** sign for each distribution or (2) have two employees attest to the distributions. If an employee attests to the distribution of funds, it means he or she was present and saw it take place. * Permanent Resident is treated as a US person for tax purposes.

	Date	Amount	Employee/ Student Emp (Yes/No)	US Citizen or Permanent Resident (Yes/No)	BYU ID (9-digit ID #) Required for Employees/Students	Recipient (Print Name)	*Recipient Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Total:

*If no recipient signature, two employees must attest to distribution

Employee 1 (REQUIRED)		Employee 2 (if no recipient signature)	
I personally witnessed the above distribution(s):		I personally witnessed the above distribution(s):	
Signature:		Signature:	
Print name:	Date:	Print name:	Date: