

Non-employee Gift Purchases

In the event that a unit chooses to provide a gift in lieu of payment to an individual, the gift may be taxable under IRS Regulations. CFAES has the responsibility to ensure that The Ohio State University reports significant gifts to the IRS. If any gift is provided to an individual for a value of \$250 or greater, then it needs to be reported to the appropriate Service Center (Columbus or Wooster).

Example of a non-taxable vs. taxable gift: A guest is invited to speak at a University event. The department hosting the event gives the guest a gift basket as a token of appreciation. The gift basket is valued at \$250 or less, therefore, the gift does not need to be reported. If the gift basket were valued over \$250, this may constitute taxable income for the guest and is required to be reported.

Purpose: Reporting all gifts over \$250 allows the University to track and properly report potentially taxable income to the non-employee. If the combined total of value of the gifts received and compensation for services rendered exceeds \$600 in any calendar year for a non-employee, a Form-1099-MISC will be issued by Central Accounts Payable.

Recurring Gifts: If a unit chooses to provide gifts to a non-employee on a routine basis and suspect the total may exceed \$600 during a calendar year, the reporting process must be followed even if the individual gifts are less than \$250.

Employees: This applies to gifts purchased with university funds for non-employees only. Please review [Taxable Benefit Process](#) for information regarding gifts to employees.

Students: Gifts given to students who are also employees must comply with the employee process if the gift is given to the student for employment related services or activities. Gifts given to students who are not University employees or to student employees for non-employment related activities (survey participation, department awards, student committees, etc.) should follow the process outlined here.

Reporting Process:

1. Have the individual complete the [University's Vendor Setup Form \(Page 2 only\)](#)
2. The unit should complete the form below. And fax both this form and the Vendor Setup Form to the Service Center Fax Number for their unit.

*CFAES Business Office, Columbus
Fax: 614-688-0529*

*CFAES Fiscal Office, Wooster
Fax: 330-263-3713*

Non-employee Gift Purchases Form

Send this form to your service center along with Page 2 of the Vendor Setup Form (see above)
Columbus Fax: 614-688-0529, Wooster Fax: 330-263-3713

Unit Org Number associated with Gift	<input type="text"/>
Unit Contact email	<input type="text"/>
Name of Non-Employee Receiving Gift	<input type="text"/>
eRequest Number associated with Gift	<input type="text"/>
Amount paid for the Gift	<input type="text"/>
Date Gift was given	<input type="text"/>

Questions?
Contact the fiscal
representative for your
unit or
Cindy Buxton
Buxton.65@osu.edu

