

The University of Oklahoma – Non Cash Benefit (NCB)

Payment Request Form (12/17)

In almost every circumstance, gifts, prizes and awards given to university employees are reportable as income and are included in the recipient's taxable wage if the gift is paid for by the university. If the gift, prize, or award is cash, it should be processed as a supplemental payment (see above tab) and must be paid through the payroll system with appropriate taxes withheld.

Non-cash benefits/gifts, prizes, or awards should be reported to payroll by the department initiating the gift, prize, or award. The fair market value of the item is taxable and will be reported on the recipients W-2.

Use this form for Non Cash Benefit (NCB) departmental payment requests. Please include the following requested information for payroll processing.

Departmental Information:

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| Department Name: | |
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|---------------------|--------------|---------------|
| Prepared by: | Date: | Phone: |
|---------------------|--------------|---------------|

Employee Information:

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|---------------------------------|----|
| Employee Name: | |
| Employee ID (six digit): | |
| Employee Pay Group: | |
| Employee Record ID: | |
| Non Cash Benefit Amount: | \$ |

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| Remarks: |
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