

**COMMUNITY COLLEGE OF PHILADELPHIA
GIFT CARD/CERTIFICATE ACCEPTANCE AGREEMENT**

This form must be completed by each recipient of a gift card/certificate. This completed Acceptance Agreement should be maintained by the department with the Gift Card/Certificate Disbursement Log, Authorization Form, and proof of purchase. Complete copies of all documentation should be submitted to the Controller's Office, Attn: Lisa Houser.

Recipient's Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

J-Number (if applicable): _____

Please indicate your relationship to Community College of Philadelphia (*e.g.*, student, employee, community member, other, etc.) _____

Type of Gift Card Received: _____

Face Value of Gift Card Received: _____

By signing below, you agree that this gift card/certificate may be considered taxable income, and may be subject to tax withholding or be reportable to the IRS. Specifically, if you are an employee, the gift card/certificate will be subject to state, federal, and employment taxes and reported on your Form W-2. If you are a non-employee who has received \$600 or more in gift cards/certificates in a calendar year from the College, you must complete IRS Form W-9 before you are eligible to receive this card, and you will also receive an IRS Form 1099-MISC.

Recipient's Signature: _____

Date: _____

