



**EMPLOYEE MISCELLANEOUS
INCOME REPORTING FORM**

TREASURY

PAID TO: _____

AMOUNT: \$ _____

**Amount of gift given to the employee. For Tax Reporting Purposes Only.
Gift Cards are also considered a form of payment.**

DESCRIPTION: _____

ORGANIZATION: _____

ADDRESS: _____

PHONE #: _____

E-MAIL: _____

AFFIRMATION: I understand that by submitting this request, the above amount will be added to the Texas Conference employee’s payroll and will be subject to all tax and other reporting requirements.

NOTE: This form may be sent at any time following the gift (recommended), but no later than January 10th of the following year. Example: if the gift was given on September 15th, 2020, the form may be sent at any time after September 15th, 2020 but before January 10th, 2021.

REQUESTED BY: _____

DATE: _____

Email to mogando@txsda.org