

SANTA ROSA JUNIOR COLLEGE ACCEPTANCE AGREEMENT

Acknowledgment of Goods/Gift Cards Received

This form must be completed before the distribution of the gift card or Incentive.

NAME (please print): _____

ADDRESS: _____

EMAIL ADDRESS: _____

SRJC Student ID #: OR LAST FOUR DIGITS OF RECIPIENT'S SSN (if not a student or employee): _____

Are you an Employee at Santa Rosa Junior College? YES (Emp ID# _____) NO

Please Select One: US Citizen/Resident Noncitizen Nonresident Noncitizen

Description of Gift Card/Certificate/Goods Received: _____

Value of Gift Card/Certificate/Goods Received: \$ _____

Please Select One:

I am a Santa Rosa Junior College student (RELATED TO FINANCIAL AID)

Select this box if you are an SRJC student and you are receiving this gift card/certificate/goods without any non-academic requirements or to defray the cost of attendance (such as gas cards, grocery cards or bookstore cards), the value of your gift card/incentive will be added to your financial aid package.

I am a Santa Rosa Junior College student (NOT RELATED TO FINANCIAL AID)

Select this box if you are an SRJC student and this is for completing surveys, attending events or participating in focus groups, for example), the value of your gift card/certificate/goods may be considered taxable income by taxing authorities (e.g. Internal Revenue Service, California Franchise Tax Board, etc.) and may result in a tax liability. You acknowledge that it is your responsibility to report the value of your gift card/incentive to the appropriate taxing authorities, and that you are responsible for the payment of any tax liability that results from such reporting. If you receive \$600 or more in gift cards/incentives from SRJC during any calendar year, we are required to report this information to the Internal Revenue Service on Form 1099.

I am Not a Santa Rosa Junior College (SRJC) student or employee:

If you are not an SRJC employee, the value of your gift card/incentive may be considered taxable income by taxing authorities (e.g. Internal Revenue Service, California Franchise Tax Board, etc.) and may result in a tax liability. You acknowledge that it is your responsibility to report the value of your gift card/incentive to the appropriate taxing authorities, and that you are responsible for the payment of any tax liability that results from such reporting. If you receive \$600 or more in gift cards/incentives from SRJC during any calendar year, we are required to report this information to the Internal Revenue Service on Form 1099.

If you are a Nonresident Noncitizen, the Internal Revenue Service requires that 30% of the value of the gift card/incentive be withheld. However, due to the impracticality of withholding on a gift card/certificate, the Department distributing the gift card/certificate is responsible for the payment of the applicable tax. You will however, be required to complete Form W-8BEN prior to receiving your gift card/incentive.

By signing this document, I acknowledge that I understand and agree to these terms and conditions.

Signature: _____ Date: _____