

# Gift Card Form

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## For Business Office:

Name of gift card recipient: \_\_\_\_\_

Address of gift card recipient: \_\_\_\_\_

Phone # of gift card recipient: \_\_\_\_\_  
(needed in case total gift cards exceed \$600 for year, 1099-MISC will be issued)

Type of gift card (e.g. Target, Best Buy, Pause, etc.): \_\_\_\_\_

Value of gift card:     \$ \_\_\_\_\_

Department giving gift card: \_\_\_\_\_     Co/Unit/Acct: \_\_\_\_\_

Certification:

I certify that I have received the gift card indicated above. The value received may be taxable to me, and the College will not be issuing any tax forms unless the cumulative amount received exceeds \$600 for the year.

Signature: \_\_\_\_\_     Date: \_\_\_\_\_  
                    Recipient of gift card

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## For recipient of gift card

Name: \_\_\_\_\_

Type of gift card: \_\_\_\_\_     Amount: \$ \_\_\_\_\_

From: \_\_\_\_\_     Date: \_\_\_\_\_  
(Department of St. Olaf College)

The value of the gift cards received may be taxable. St. Olaf College will not be issuing any tax forms unless the cumulative amount received exceeds \$600 for the year.