



GEORGETOWN UNIVERSITY

FINANCIAL AFFAIRS

Gifts, Prizes, and Awards Processing Information Form

Date: _____

Department: _____

Phone: _____

In order to comply with Internal Revenue Service requirements the following information is needed regarding employees who are receiving gifts in the form of cash or cash equivalents.

Please provide the following information for each person receiving a gift.

Name: _____

Address: _____

Georgetown ID#: _____

Amount of Gift: _____

Additional information is needed for a retirement or farewell gift

Hire Date: _____

Term Date: _____

Please fax forms to may be faxed to Claudette Richardson at (202) 687-9148 or send to her attention by mailed at 2121 Wisconsin Ave. #101 Washington, DC 20007.