

Reporting Cash Transactions Policies & Procedures

The IRS requires that the receipt of any single cash payment or series of payments on a related transaction within a 12-month period that exceed \$10,000 must be reported to the IRS. In the University setting, the most frequent payment of this type would be tuition. A single tuition payment or a series of payments that exceeding \$10,000 would need to be reported.

Reporting Cash Transactions

1. What Cash Transactions Need To Be Reported?

The IRS requires that the receipt of any single cash payment or series of payments on a related transaction within a 12-month period that exceed \$10,000 must be reported to the IRS. In the University setting, the most frequent payment of this type would be tuition. Any single payment that exceeds \$4,000 would need to be reported. The tax department will be responsible for tracking the cumulative totals for each person. If a person made cash tuition payments of \$4,000 and later made a cash payment of \$6,500 within the same 12 month period, the cumulative total of these transactions would be required to be reported to the IRS. In order to track a series of cash transactions, it is University policy to request that the attached "Cash Transactions Reporting Form" be completed whenever \$4,000 or more is received in cash (or a lesser amount if you have reason to suspect there will be a series of cash payments).

Note: Charitable contributions received by the University are specifically excluded from this reporting rule, so no reporting is required on the attached form.

2. What Types of Payments Are Considered "Cash"?

"Cash" typically means only the currency of the US or any foreign country. However, in the unusual instance of the retail sale of a consumer durable, a collectible, or a travel and entertainment activity (e.g. if the Alumni Association ran a tour directly instead of receiving and forwarding payments to the travel agency) that exceeded \$10,000, then the following would also be considered "cash":

- a) Cashier's Checks (also known as bank checks or treasurer's checks);
- b) Bank Drafts;
- c) Traveler's Checks;
- d) Money Orders

Note: Personal checks are not included in the definition of cash.

3. How and when are these Transactions Reported?

In order for us to prepare the IRS form, you should collect the information requested on the attached form **(at the time of the transaction)** and send it within 48 hours of the receipt of cash to Lawrence Smith, (Georgetown University Tax Department, 2121 Wisconsin Ave, Suite 400, Washington, DC 20007). These transactions must be reported to the IRS by the University ice on Form 8300 within 15 days of the date that the cash was received. For a series of related payments that ultimately total more than \$10,000, Form 8300 must be filed within 15 days of the payment that puts the accumulated total above \$10,000.

Georgetown University
Cash Transaction Reporting Form
(Please Print or Type the following information)

Date of Transaction: _____

A: Identity of person(s) making Payment

1) Name (First, Middle, Last): _____

2) ID Number (Social Security, ITIN or Other ID): _____

3) Address: (Include number, street, apt#, city, state and country)

4) Date of Birth: _____

5) Occupation, profession, or business: _____

B: Documentation that verifies their Identity (Complete any one line)

1) Passport: Issuing Country _____ and Number _____

2) Driver's License: Issuing State _____ and Number _____

3) Alien ID Card: Indicate Issuer _____ and Number _____

4) Other: Indicate Type of ID _____ and Number _____

C: Description of Transaction and Method of Payment

1) Date cash received: ___/___/___ Total cash received: \$ _____

2) Amount in \$100 bills or higher: \$ _____ Payment made in Foreign Currency: Yes ___ No ___

3) For Retail Sales (collectibles, consumer durables, or travel/entertainment activity)

Circle one: Cashier's Check, Bank Draft, Traveler's Check, Money Order

4) Purpose of transaction: (if other than for tuition, room and board)

5) Actual price of service for which payment is being made: \$ _____