



## Taxable Fringe Benefit Reporting Form (Non-Clothing)

[Enter a ticket  
in Aggie  
Service Desk](#)

This form is required to report receipt of any tangible non-clothing item which does not meet the NMSU definition of a De Minimis Fringe Benefit. See [Business Procedures Manual 7.05 Taxable Fringe Benefits](#) for information and definition of De Minimus Fringe Benefits.

### SECTION 1: REQUESTOR INFORMATION

Department: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

### SECTION 2: EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_ Aggie ID#: \_\_\_\_\_

Please check employee status

- Staff/Faculty
- Student employee/Grad Assistant  
(only if associated w/employment)

### SECTION 3: DESCRIPTION

Value: \_\_\_\_\_

Purpose/Description:

### SECTION 4: EMPLOYEE ACKNOWLEDGEMENT

As an employee of NMSU, I understand and acknowledge that my acceptance of the above referenced item is considered a taxable benefit and the value will be included in my taxable income for W-2 purposes and will be subject to all income and FICA withholding taxes per IRS rules and guidelines. Applicable taxes on the value will be deducted in a lump sum from my paycheck at the time this form is processed by Payroll Services.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 5: INTERNAL DEPARTMENT USE ONLY

Initials: \_\_\_\_\_ Date: \_\_\_\_\_