

Taxability of Service or Retirement Award

The University of Hawai'i congratulates the following employee for his/her dedicated and loyal service to the university. The employee will receive the following monetary award (check or gift card), which will be taxable.

Name: _____

UH ID #: _____ Payroll #: _____ Account No.: _____

Type of award: Service Award _____ Retirement Award _____

Service award:

Retirement award:

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I understand the monetary award (check or gift card) is taxable and will be processed in accordance with Disbursing procedures.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

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- c: UH Payroll Office (for Service Award gift card)
  - UH Disbursing Office (for Retirement Award monetary)
  - Fiscal Administrator (original)
  - Campus/School/Program
  - Employee