



Gift Card Research/Survey Incentive
Acknowledgement Form
(For In-Person Participants Only)

Incentive Information:

Gift Card Vendor: _____
Card Value: \$ _____
Research/Survey Title: _____

Recipient Information:

Recipient Name (Printed) or Ref# _____
Mailing Address: _____
Phone #: _____
Email address (where e-gift card is to be sent): _____

Tax Reporting Information:

Are you a WWU employee or WWU student? YES NO

If yes, please provide your W# _____

If no, have you received income from WWU in this current calendar year for participating in another project/research? YES NO

If yes, approximately how much total to date? \$ _____

Recipient Acknowledgement

By signing below, I acknowledge receipt of a gift card (as listed above) from Western Washington University.

Recipient Signature: _____

Date: _____



Why are you being required to complete a Gift Card Research/Survey Incentive Acknowledgement Form?

Western Washington University is required to comply with a number of federal and state regulations related to research/survey incentives to ensure the following:

- Appropriate income reporting when applicable
- Protection of human subjects in research
- Internal controls to prevent fraudulent use of governmental funds

If you have any questions or concerns regarding this gift card incentive, please contact Western's Compliance Manager at 360.650.2477 or Nicole.goodman@wwu.edu.

Why do I need to provide my W# if I am a WWU employee or a WWU Student?

If you are an active WWU employee, the University is required to report this incentive as income regardless of the amount. If you have been a WWU student employee during the same calendar year that you received this incentive, it too must be reported as income. Please provide your W# even if you have never been a student employee at Western. Providing your W# eliminates the need for the researcher/surveyor from having to obtain your social security number.

Why am I being required to complete a W-9 form for the IRS?

If you are being asked to complete a W-9 form, it means that you will be receiving a cash equivalent incentive that will bring you to or over the IRS threshold requiring the University to report the total amount of income you have received from Western in the current calendar year. The IRS reporting threshold is \$600.00.

If you wish to receive this incentive, you must first complete a W-9 form provided by the IRS and mail it to Western Washington University's Accounting Services. Once the completed W-9 form is received, you will be issued the incentive.

In addition to reporting this income to the IRS, Western will send you a 1099 Form with the expectation you follow any IRS income reporting requirements that apply to you.

Please use the provided envelope to mail your completed W-9 directly to Western's Accounting Services to better protect your personal information.