



ILLINOIS STATE UNIVERSITY
Illinois' first public university

University Payroll Office

Campus Box 0580
 Normal, IL 61790-0580
 Phone: (309) 438-7677
 Fax: (309) 438-3357
 Payroll.IllinoisState.edu
[Payroll Secure Form Dropbox](#)

Benefit Reporting Form

This form is used by Illinois State University departments to report various reportable and taxable benefits provided to employees, such as: Gifts, Prizes, Awards, Lodging, Spouse/Family Travel, or any other Miscellaneous benefits. The University Payroll Office will review and process information for tax withholding and W-2 reporting.

Department

Department _____ Dept Number _____ Contact Name _____

Contact Email _____@ilstu.edu Contact Phone (309) 438 - _____ Today's Date ___ / ___ / ____

Transaction

Date of Transaction ___ / ___ / ____

Payment Request _____

P-Card _____

UID	Last	First	Amount	Brief Description of the Taxable Item(s)

University Payroll Office (UPO) Use Only

Date Entered ___ / ___ / ____

UPO Initials _____

Please submit the completed form to the [Secure Form Dropbox](#). Also attach a copy of the form to your payment documentation to alert the disbursement areas that you have reported the transactions. This will prevent duplicate reporting for your faculty, staff, and students.