



**HONORARIUM/GIFT REPORTING FORM
FOR PAYMENTS TO GULF STATES CONFERENCE EMPLOYEES**

This form is for reporting honorariums/gifts paid to Gulf States Conference employees by GSC churches and schools.

EMPLOYEE'S NAME: _____

HONORARIUM/GIFT AMOUNT: \$ _____

This amount will be included in the employee's taxable income.
Do not include amounts for travel and other reimbursements.

DESCRIPTION: _____

DATE PAID: _____

PAYMENT METHOD

CHECK # _____

GIFT CARD

CHURCH/SCHOOL NAME: _____

ADDRESS: _____

PHONE #: _____

E-MAIL: _____

We understand that by submitting this reporting form, the above honorarium/gift has already been paid by our church/school to the Gulf States Conference employee and will be added to the employee's wages for tax reporting purposes through payroll, and will be subject to all tax and other reporting requirements, and our organization will be billed for the resulting charges.

Completed By: _____

Date: _____

Title: _____