



# THE UNIVERSITY *of* NEW MEXICO

## Participant Receipt Form

(Incentives **Less than** \$600.00 in a Calendar Year)

I have received an incentive valued at \$ \_\_\_\_\_ (cash value or fair market value).

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

I also certify that I have not received, nor do I expect to receive, any additional incentives for services from the University of New Mexico that would total \$600.00 or more during this calendar year, when combined with this incentive.\*

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please check IF you are a:	DEPTS forward form to:
UNM employee (faculty, staff, or student)  Banner ID: _____	UNM Payroll
Foreign national  (not a U.S. citizen or permanent resident)	UNM Taxation

*This form may be used to record incentives of less than \$600.00 in a calendar year. It is intended for internal Department use, and should not be forwarded to any other office unless specified in the table above.*

*\*Departments are responsible for tracking multiple incentives from the University. If incentives equal or exceed \$600 in a calendar year, please use the Participant Receipt Form for Incentives of \$600 or More, and submit it to the appropriate financial services office as indicated on that form.*