



**UTS Staff Gifts Declaration Form for Gifts greater than \$299.99 including GST**

Under the FBT Act, gifts given to staff on an Ad-Hoc basis having a value of less than \$300 (GST inclusive) are FBT exempt.

Staff members purchasing the Gift should try to keep the value less than \$300 including GST wherever possible to save on FBT.

This Form is to be completed **with the details of the person whom the gift is given to. Not the person who purchased the gift.**

**Please Note: This form only applies to STAFF GIFTS. It DOES NOT apply to CLIENT GIFTS.**

Name of employee whom the gift is for:

Staff ID:

Date gift is GIVEN to the staff member:

Did UTS staff member(s) make a personal contribution towards the cost of the gift? If yes, how much?



Description of the gift:

Cost of the gift:

Net Amount	GST	Total