



Seventh-day
Adventist® Church

TEXAS CONFERENCE

TREASURY

EMPLOYEE MISCELLANEOUS INCOME REPORTING FORM

PAID TO: _____

AMOUNT: \$ _____

Amount of gift given to the employee. For Tax Reporting Purposes Only.
Gift Cards are also considered a form of payment.

DESCRIPTION: _____

ORGANIZATION: _____

ADDRESS: _____

PHONE #: _____

E-MAIL: _____

AFFIRMATION: I understand that by submitting this request, the above amount will be added to the Texas Conference employee's payroll and will be subject to all tax and other reporting requirements.

NOTE: This form may be sent at any time following the gift (recommended), but no later than January 1 of the following year. Example: if the gift was given on September 15th, 2025, the form may be sent at any time after September 15th, 2025 but before January 1, 2026.

REQUESTED BY: _____ DATE: _____

Email to victoraispuro@txsda.org