



## Non-Cash Fringe Benefits

A fringe benefit is a form of pay for the performance of services. Any fringe benefit you provide is taxable and must be included in the recipient’s pay unless the law specifically excludes it. A *de minimis* benefit is any property or service you provide to an employee that has so little value (taking into account how frequently you provide similar benefits to your employees) that accounting for it would be unreasonable or administratively impracticable. Please contact HR if you have any questions on whether a fringe should be taxable or not. Non-cash fringe benefits can include items such as:

- A UCF Company Vehicle
- Country Club Memberships
- Gifts (including items donated by vendors and donors)
- Tickets
- \*Tuition Waiver in excess of Internal Revenue Code
- Parking Permits > \$250 per month
- Physical Exams
- Gift Cards, gift certificates, and any voucher redeemable for cash
- Electronics, Computers, Tablets, etc.
- Uniforms/clothing (if not considered a perquisite by IRS standard)

The purpose of recording these benefits quarterly include:

- ❖ Allowing a gradual increase in the employee’s and employer’s taxable amounts (as opposed to only recording one time per year)
- ❖ Allowing an employee to periodically review the information submitted to Payroll Services and ensure that their tax balances are accurate
- ❖ Reducing adjustments during the year-end processing

Below is the schedule for reporting:

<b>Information Reported For:</b>	<b>Due By:</b>	<b>Paycheck Affected:</b>
Nov 2019 * Dec 2019 * Jan 2020	January 10, 2020	January 31, 2020
Feb 2020 * Mar 2020 * Apr 2020	May 1, 2020	May 22, 2020
May 2020 * Jun 2020 * Jul 2020	July 24, 2020	August 14, 2020
Aug 2020 * Sep 2020 * Oct 2020	October 30, 2020	November 20, 2020

Employees who terminate employment should provide their department with their final certification of non-cash items. It should contain the employee’s signature. This document should be forwarded to Human Resources with the ePAF for termination. The non-cash items will be recorded either in their final payment for working hours or their leave payout. Failure of a department to submit this information may result in the employee’s tax liability being charged to the department (if the employee does not provide UCF with a payment for their portion of their tax liability).

\*Tuition Waivers will be reported each semester after Add/Drop by Student Accounts directly to Human Resources.

Departments should report items on the Request to Record Non-Cash Form:

<http://hr.ucf.edu/files/RequestRecordNon-Cash-Item.pdf>

For additional information on De Minimis (Minimal) Fringe Benefits:

<http://www.irs.gov/Government-Entities/Federal,-State-&-Local-Governments/De-Minimis-Fringe-Benefits>

<http://www.irs.gov/pub/irs-pdf/p5137.pdf>