



## Retirement & Departing the University Gifts Request Form

In advance of any purchase, all requests for retirement gifts must be submitted to the HR Office by contacting Matt Wamback, [mwamback@umassp.edu](mailto:mwamback@umassp.edu) and Amy Thompson, [athompson@umassp.edu](mailto:athompson@umassp.edu) . The HR Office will be responsible for obtaining the approval of the Senior Vice President for Administration and Finance; and for coordinating the purchase of approved gifts under this policy. Approved gifts will be paid for from a central account.

### Departing the University:

Gifts may be purchased for directors, department heads or higher who are stepping down from their positions and are either remaining with or leaving the University. The standard departing gift is a University Embossed Chair. In lieu of the University Embossed Chair, an alternative gift may be presented to the departing individual. This gift may not exceed \$400.

### Retirement:

A noncash gift of University merchandise, which can be purchased from any of the UMass campus bookstores, may be presented to an employee upon retirement from the University. In lieu of providing UMass merchandise as a gift, a gift card or certificate (i.e. a visa gift card or a gift certificate to a retail store) may be presented to an employee upon retirement. The value of the gift will be determined based on years of service with the University, per the below schedule. The value of the gift is not reportable as taxable income if the gift is of tangible personal property (UMass merchandise). Any cash or cash equivalent gift (gift card or certificate) is reportable as taxable compensation to the employee, subject to appropriate federal, state and employment tax withholding, and must be included in the employee's year-end Form W-2, Wage and Tax Statement.

Years of Service	Value of the Gift ( Not to Exceed)
10 to 14 Years	\$200
15 to 19 Years	\$300
20+ Years	\$400 or the purchase of a University Chair*

\*A University chair can be purchased and presented to an employee with 20 or more years of service to the University at time of retirement. For this purchase only, the University will allow the value of the gift to exceed the \$400 value and will cover the full cost of the chair.

Please Select One:     Retirement     Departing the University

Name of Employee & Title: \_\_\_\_\_

Department: \_\_\_\_\_

Years of Service: \_\_\_\_\_

Suggested Gift(s): \_\_\_\_\_

Requestor: \_\_\_\_\_

Name

Department

Date

Approver: \_\_\_\_\_

Senior Vice President for Administration and Finance

Date