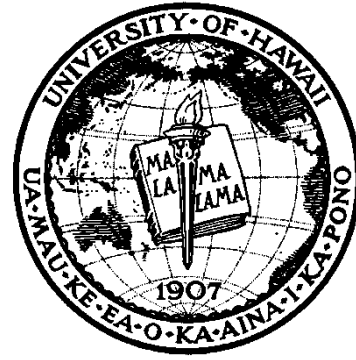


University of Hawai'i
Cash Transactions – Reporting Procedures
AP 8.760 Attachment 1

Refer to AP 8.760 for guidelines and responsibilities for the proper reporting, tracking and reporting of cash payments over \$10,000 received. The following provides a summary of the timeline and action required by various University personnel.

Timeline	Action Required	Responsible Personnel
At the time of the cash transaction	<ol style="list-style-type: none"> 1. Provide Memo "To: Payers of Cash to the University of Hawai'i (UH)" to the cash payer 2. Complete the Form 8300 Tracking Worksheet 3. Complete IRS Form 8300 <ul style="list-style-type: none"> • Obtain the most recent version of Form 8300 from the IRS website at http://www.irs.gov/pub/irs-pdf/f8300.pdf • Ensure all required line items are completed 	University department employee who accepts payments
By the end of day during which the transaction takes place	<ol style="list-style-type: none"> 1. Review completed Form 8300 Tracking Worksheet and Form 8300 for accuracy and form completeness and sign the Tracking Worksheet documenting review was completed 2. Send an email message to uh-treasury@lists.hawaii.edu to notify the Treasury Office that a reportable transaction has taken place 	University department supervisor
Within two business days following the date of the transaction	Hand deliver the completed Form 8300 Tracking Worksheet and Form 8300 to the Treasury Office (Bachman Annex 13) or send a copy via UH File Drop to the Treasury Officer at jyama@hawaii.edu	University department supervisor
By the 15 th day subsequent to the transaction	Review Form 8300; follow up with department on any questions and confer with University Tax Manager, as needed	Treasury Office
By the 15 th day subsequent to the transaction	Sign and File Form 8300 with the IRS via certified U.S. mail	Treasury Office
By January 31 of each year	Prepare and furnish end-of-year statements to all payers who were identified on Form 8300 (and reported to the IRS) during the preceding calendar year	Treasury Office
For at least five years from the date of filing Form 8300	Maintain a copy of the completed Form 8300	Treasury Office

For further guidance on Form 8300 reporting requirements, refer to IRS Publication 1544, Reporting Cash Payments over \$10,000 at <https://www.irs.gov/pub/irs-pdf/p1544.pdf>



To: Payers of Cash to the University of Hawai'i (UH)

RE: Cash Transaction Reporting Requirements

Pursuant to Internal Revenue Code Section 6050I, UH is required to report to the Internal Revenue Service (IRS) the receipt of cash in excess of \$10,000.

When the University receives over \$10,000 in cash (or cash equivalents in designated reporting transactions) in a single transaction or two or more related transactions in a 12 month period, we are required to collect the following information from you and provide it to the IRS:

- Payer's name
- Payer's address
- Payer's date of birth
- Payer's Social Security Number or Individual Taxpayer Identification Number
- Payer's occupation
- Identifying Documentation – Used to verify the payer's name and address (examples include driver's license or passport)

If the transaction is made on behalf of another individual, then the above information is required for this person as well.

You will receive a statement from UH by January 31 following the calendar year we received the cash from you. The statement will contain UH's address, contact name and phone number along with the total amount of reportable cash received and reported to the IRS in the 12-month period.