

Please remember when giving gift cards to your employees, regardless of the amount, the payroll team needs to be made aware for tax purposes. The IRS requires that any cash, gift card or gift certificates (cash equivalents) are taxable and must be included in the employee's taxable wages. We need your help in ensuring these items are appropriately reported for the company and our employees.

When a gift card has been given, please send the following information to [HRHelp@peoples-gas.com](mailto:HRHelp@peoples-gas.com):

Gift Card			
Personnel Number	Name	Gift Card Amount	Month

Thank you for ensuring we are tax compliant in this regard.