

Annual Social Club Log

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact payroll@tamug.edu or (979) 845-2711. For information on Galveston employees, contact payroll@tamug.edu or call (409) 740-4837.

INSTRUCTIONS This form is used by Payroll Services to document the business purpose of social club expenses from **November 1, 2008 to October 31, 2009**. Social club expenses not documented as having a business purpose are taxable to the employee. **The annual due date for this document is November 5th**. Please send to Karen McDade at mailstop 1261 or fax to 979-845-4134. For the Galveston campus, please see the contact information below.

Employee Name			Employee UIN or SSN		Name of Club	
Amount Expended	Date of Expenditure	*Initial Fee – Yes or No	Location and Type of Entertainment	Business Reason for Expenditure	Name and Business Relationship of Individual(s) Involved	

Employee Signature _____

Date _____

*If this is the initial fee required to be paid to obtain the membership, is it in the Employee's name? Yes or No

TAMU—SUBMIT TO:

Payroll Services
General Services Complex, Suite 1201
MS 1261
payroll@tamug.edu
Fax (979) 845-4134

TAMUG —SUBMIT TO:

Payroll Services
Sea Aggie Center, Bldg 3026
Suite 800, Room 807
payroll@tamug.edu
Fax (409) 740-4573

NEED HELP?

College Station--payroll@tamug.edu
(979) 458-0639
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(409) 740-4837