**A. General Information**

Reporting Foundation/MOU:

Employee Name Name of Club (Carolina Club or other)

**B. Usage Information**

1. Was the club available for personal use? Yes No

1. Did the individual pay for personal expenses incurred in the

use of the club? Yes No

1. Dates of use (if for less than full reporting period): / / through / /

**C. Use Reporting**



**I hereby certify that I have written evidence to support the claimed use of club for business purposes.**

Individual Signature PID# Date

**Please return the completed signed form to Stephanie May, Payroll Tax Accountant, CB# 1260 by cob November 2, 2017.**

**INFORMATION**

Tax regulations require the University to provide certain information with respect to the club memberships provided to University employees. The IRS generally requires that written records be maintained to document the use of clubs. Since you are required to maintain the detailed records, please provide answers to the questions on page 1. The information contained in this form will be used to calculate appropriate tax withholding and the amount to be included as income on your Form W-2.

You are required to track business and non-business use of a club. An example of a CLUB USE LOG is provided below:

