



**WEBER STATE UNIVERSITY**  
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<b>Accounting Services</b>
Document number:
Date:

**Waiver of Income Request and Transfer Form**  
 (Must be completed prior to performing services)

<b>I: Department providing income must complete this section</b>			
Employee Name:		W#:	
Semester or Date(s) of Service/Award:			
<b>Income Source (Check one and describe)</b>			
<input type="checkbox"/> Teaching (Course number)			
<input type="checkbox"/> Presentation			
<input type="checkbox"/> Prize/Award			
<input type="checkbox"/> Other			
Income amount: \$		Include benefits <input type="checkbox"/> Yes or <input type="checkbox"/> No Benefit amount: \$	
<b>Fund to transfer from (description)</b>			
Index (Old FRS Account)	Fund	Orgn	Account 86100-transfer out
Authorized Signature:		Date:	
<b>II: Employee waiving income must complete this section</b>			
In lieu of compensation for the income source listed above, I request the funds be transferred to:			
<b>College or gift fund to transfer to (description)</b>			
Index (Old FRS Account)	Fund	Orgn	Account 85100-transfer in
I realize that this is waived income and that I have no control over how the funds are allocated. It is not expected that I will benefit directly from the use of the funds. I am not entitled to receive a gift receipt.			
Signature of Employee:		Date:	

Accounting Services approval: \_\_\_\_\_ Date: \_\_\_\_\_