

## Form 8300 Helpful Hints

When processing a cash payment for more than \$10,000 the cashier or unit receiving the payment must complete an IRS Form 8300 following the steps below:

1. Inquire if the person making the payment is the student or patient or other individual.
  - a. If the payer is a student or patient, complete sections I, III, and IV of Form 8300.
    - 1) Request their Social Security Number (SSN) or Tax Identification Number (TIN) and enter in section I.6.
    - 2) Request their Date of Birth in order to complete section I.8.
    - 3) Request photo ID in order to complete section I.14.
  - b. If the payer is a parent or other individual who is paying on behalf of a student or patient of the University (aka. agent), complete sections I, II, III, and IV of Form 8300.
    - 1) Request their Social Security Number (SSN) or Tax Identification Number (TIN) enter in section I.6.
    - 2) Request their Date of Birth in order to complete section I.8.
    - 3) Request photo ID in order to complete section I.14.
    - 4) Check the box in section II.15 indicating the payment is on behalf of another person and then complete section II with the information of the student or patient on whose behalf the payment was made.

Note: When a student, patient or individual is a foreigner and does not have a Social Security Number (SSN) or Tax Identification Number (TIN), please enter any of the following in Sections 14a, 14b, and 14c in Part I of Form 8300: the Passport Identification Number; Visa Identification Number; Alien Registration Number; or Driver's License Number.

### Specific Form Instructions

Part I – Department must collect the following information from the individual along with checking id from individual: Name, TIN (SSN), Address, DOB, and Occupation. Verify the name and address via individual's identification (driver's license, passport, alien registration card, or other official document). Provide description of id, who issued the id, and the number on the id.

Part II – Only complete if the transaction is conducted on someone else's behalf (husband, wife, parent, child, etc.) Otherwise skip.

Part III – To be completed by department based on specific transaction information.

Part IV –The Office of the Treasurer will complete boxes 35-43. The campus unit will provide a Contact Name and Phone Number in boxes 44 and 45. Campus unit personnel should not sign the form.

- c. IRS Form 8300 and other helpful information can be downloaded from the IRS website at <https://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/IRS-Form-8300-Reference-Guide>

2. The Office of the Treasurer will complete boxes 35-43 in Part IV, sign and file all Form 8300s with the Internal Revenue Service within 15 days of the date the cash was received.

#### Identification and Reporting of Multiple Transactions

Note: Two or more related transactions received within the same 24 hour day should be aggregated and reported as a single transaction on IRS Form 8300.

1. Upon discovery of related transactions received by a unit during a revolving 12 month period from a single payer, or their agent, that equate to greater than \$10,000 , the unit should complete an IRS Form 8300, following the instructions below for reporting multiple transactions in Part III:
  - a. In Item 28, enter the date of the most recent related transaction that caused the total amount of cash received during the revolving 12 month period to be greater than \$10,000.
  - b. In Item 29, enter the aggregate amount of all related transactions.
  - c. Check the box in Item 30 indicating that cash was received in more than one payment.
  - d. Complete the remaining items in Part III in accordance with the instructions provided within Form 8300.

#### Other Reference Materials

<https://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/IRS-Form-8300-Reference-Guide>

<http://www.irs.gov/pub/irs-pdf/p1544.pdf>

<http://www.irs.gov/pub/irs-pdf/f8300.pdf>