

## 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 [tax@tamu.edu](mailto:tax@tamu.edu)

**INSTRUCTIONS** This form is used by Tax Compliance & Reporting to document the business purpose of social club expenses from **November 1 to October 31**. Social Club expenses not documented as having a business purpose are taxable to the employee. Please send your form to Karen McDade at Mailstop 6003 or fax to 979-458-3131. **The due date for this document is the first Monday in November of each year.**

Employee Name			Employee UIN		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	

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

\_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date

<p><b>TAMU—SUBMIT TO:</b></p>	<p><b>Tax Compliance &amp; Reporting</b>                  Email: <a href="mailto:tax@tamu.edu">tax@tamu.edu</a>                  Fax: (979) 458-3131                  Interoffice Mail: MS 6003                  U.S. Mail: 750 Agronomy Rd, Suite 3101, College Station, TX 77843-6003</p>	<p><b>NEED HELP?</b>                  Email: <a href="mailto:tax@tamu.edu">tax@tamu.edu</a>                  Phone: (979) 458-0639</p>
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