

**CONSULTING INCENTIVE RESERVE FORM**

Department: \_\_\_\_\_ Division: \_\_\_\_\_

CU Anschutz Innovations, in compliance with IRS regulations, allows faculty to “forfeit” income or earnings for use in funding appropriate mission-related expenses. To be exempt from personal tax, the IRS requires any election of this nature be made in advance of the earnings period in which the individual may be eligible for payment.

The following policy and filing dates apply to any faculty election to reserve future earnings for mission-related expenses.

***Incentive Reserve Form Due Dates***

<b><u>Incentive Earnings Period</u></b>	<b><u>Reserve Form Due Date</u></b>
July – December	June 30 (Prior to Incentive Earnings Period)
January – June	December 31 (Prior to Incentive Earnings Period)
July – June	June 30 (Prior to Incentive Earnings Period)

Example: For incentives based on the earnings period of July – December 2027, the completed form is due by June 30, 2027

***If this form is not received by CU Anschutz Innovations by the due date, then all incentive payments will be paid or the prior designation will be applied (if applicable).***

**Election for consulting incentives processed up to the limit established by the Dept Chair:**

I would like to place \$\_\_\_\_\_ or \_\_\_\_\_% (whichever is greater), of the allowed distribution of my consulting incentive payment into the following account (***select one***):

Operating (for use as salary support) or  Discretionary (for future mission-related expenses)

**Election for consulting incentives above established limit, if allowed by the Dept’s Incentive Plan:**

I would like to place \$\_\_\_\_\_ or \_\_\_\_\_% (whichever is greater), of my consulting incentive payment in the department/division’s discretionary account.

By signing this reserve form, I understand:

- The reserve dollars cannot be paid out as an incentive at a later date.
- I cannot revoke or make changes to this designation during the current incentive earnings period. Any revocation or change will take effect for the next earnings period.
- Any equipment purchased with reserve funds is the property of the University, not my property.
- If I leave the University, any funds remaining in the department’s reserve account will be forfeited.

***This designation for consulting incentives is (check one):***

***Ongoing*** – Designation will be applied to all incentive payments until a new designation is received.

***Annual*** – Designation will be applied to all incentive payments made during the upcoming fiscal year.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_