

Effective: August 5, 2014

**Administrative Policy
IRS REQUIREMENT to REPORT
CASH TRANSACTIONS OVER \$10,000
IRS FORM 8300**

Approved: August 5, 2014
President's Cabinet

Purpose of IRS Form 8300

Laws passed by Congress require that certain cash transactions be reported to the IRS in an effort to trace money from drug dealers, smugglers, and terrorists who often use large cash payments to "launder" money from illegal activities, evade taxes, and participate in other criminal activities.

Millersville University will file IRS Form 8300, *Report of Cash Payments Over \$10,000 Received in a Trade or Business*, when it receives more than \$10,000 of cash in a single transaction or through a series of transactions from the same person within any 12-month period.

For university transactions, cash is defined as currency and coins of the United States and any other country; it does not include personal checks, cashier's checks, automated debits or credits, money orders, etc.

Cash received from tuition, room, board, fees, and other revenue resulting from the normal conduct of university business must be reported.

Cash receipts of gifts and donations are not required to be reported because the IRS does not consider these transactions as being received in the course of conducting university business.

All university officers and employees who handle cash transactions and/or are responsible for filing Form 8300 must read and be knowledgeable about:

1. Form 8300 and its instructions.
2. IRS Publication 1544, *Reporting Cash Payments of Over \$10,000*.
3. The university's established procedures for reporting cash receipts over \$10,000.

The vice president for finance and administration is responsible for:

1. Writing appropriate procedures to ensure compliance with the requirements of Form 8300.

2. Establishing and documenting internal controls to ensure that the procedures are followed.
3. Maintaining adequate records.
4. Timely and accurately filing Form 8300 when required.
5. Timely providing each person named on Form 8300 with an electronic or written statement indicating the information that was furnished to the IRS.
6. Reporting any suspicious transactions, as defined by Form 8300, to the IRS and university legal counsel.
7. Ensuring the security of all taxpayer identification numbers collected.