

**University Letterhead**

January XX, 20XX (No later than January 31<sup>st</sup> of the year following the payments(s))

Name of Individual  
Address  
Address

Dear Individual,

Under Section 6050I of the Internal Revenue Code, the University of Hawai'i is required to report the receipt of more than \$10,000 in cash in one transaction or in two or more related transactions.

The following is a summary of the total cash that the University of Hawai'i received from you in such transactions during the calendar year 20XX:

Date	\$ Amount
Date	\$ Amount
Total	\$ TOTAL

Enclosed for your reference is a copy of the Form 8300 that was prepared and filled to report this/these transaction(s) to the Internal Revenue Service. If you have any questions, please feel free to contact me at 808-956-XXXX.

Sincerely,

XXXXX