

PRIZE AND AWARD FORM
For Use in Reporting Prizes and Awards Recipient Information

Recipient Name _____

SSN# XXX-XX-_____
(W-9 needed for non-employee)

Street Address _____

Employee ID number _____

City _____

State _____

Zip _____

Please list the Prize or Award _____

Please list date the Prize or Award was given _____

If the prize or award is cash list the dollar amount \$ _____

If the prize or award is other than cash list the dollar value \$ _____

I understand the dollar value of my prize is income or wages to me and will be taxed per IRS regulations.

Department awarding prize: _____

Department Head/Chair: _____

By submitting this form you agree to all of the conditions here in

Signature: _____

Date: _____

Completed form to be returned to Payroll/Tax Department AC 613