

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 \_\_\_\_\_

Student 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: \_\_\_\_\_

Dean of College: \_\_\_\_\_

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 708***