



Prize / Award Tax Data Collection Form

This form is to be completed by the department that has held a drawing, game or contest and provided a prize or award to a recipient. This information is necessary to assist the university in meeting federal and state tax reporting obligations. An IRS Form W-9 or W-8BEN is also required to be submitted with this document unless the recipient is a University of Alabama in Huntsville student.

Event Information: _____
Event Name *Event Date*

Recipient Legal Name: _____
Last Name *First Name*

University ID# (student) IRS Tax Form Collected: W-9 (non student) W-8BEN

Is recipient employed as a student worker? Yes _____ No _____

Date prize/award distributed: _____ Value of prize/award (attach support): \$ _____

Description of prize/award: _____

Purpose of event and prize/award distribution: _____

How did participants become eligible?
___ Voluntary submission of idea, essay, art, or completion of survey for a contest
___ Randomly selected from participants engaged in an activity or in attendance at an event
___ Other

Eligible Participants (Check all that apply): Student Employee General Public

Department Information: _____
Index *Contact Name / Phone Number*

Recipient Signature: _____ Date: _____

Internal Tax Department Use Only:
Date Received: _____ Reviewed by: _____
Comments: _____

