



# 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_