



Prize & Award Tax Data Collection Form
Tangible Items Only
Do Not Use for Gift Cards, Cash, or Cash Equivalents

INSTRUCTIONS:

E-mail completed form to: fstax@ou.edu (Norman Campus) or HSC-Tax@ouhsc.edu (HSC Campus)

- This form **only** needs to be completed if the prize is valued at **greater than \$100**.
 - This form is to be completed within **30 days** of a prize distribution by the department that held a drawing, raffle, game, or contest.
 - If the recipient is a U.S. Citizen, Permanent Resident, or Resident Alien, an IRS Form W-9 is **required** to be submitted with this form. If the recipient is a Nonresident Alien, an IRS Form W-8BEN is **required** to be submitted with this form.
 - See **Prizes Acknowledgements and Appreciation Chart** for more detailed explanations & instructions.
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DEPARTMENT COMPLETES:

1. Event Information: _____
Event Name *Event Date*
2. Date prize distributed: _____ Value of prize: \$ _____
3. Description of prize: _____
4. Purpose of event and prize distribution: _____

5. How did participants become eligible for the prize? (Must check one):
 - Voluntary submission of idea, essay, art, or other academic-based skill
 - Other skills-based competition
 - Randomly selected from participants engaged in an activity or in attendance at an event
6. Eligible Participants (Mark all that apply): Employees Students General Public
7. Department Contact Name _____ Phone # _____
8. Department Email _____

Department Signature _____ **Date** _____

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RECIPIENT COMPLETES:

9. Recipient Legal Name: _____
Last Name *First Name*

10. Recipient's permanent/legal address:

11. Are you a U.S. Citizen/Permanent Resident/Resident Alien? Yes (W-9) No (W-8BEN)

12. University ID # (Student ID or Employee ID): _____ N/A

13. IRS Tax Form attached: W-9 W-8BEN

14. Relationship to OU (Mark all that apply): Student Employee Other/General Public

Recipient Signature _____ **Date** _____

By signing, recipient acknowledges that the value of this prize may be taxable income to them.

Disclaimers

Resident Alien or Nonresident Alien

If you are a foreign individual, you may be subject to taxes in your home country on the income you receive from this award. You may also be required to pay taxes in the United States on the income, depending on your visa status. You should consult with a tax advisor to determine the appropriate tax treatment of the income.

Gross Up

In some cases, the organization may be required to gross up the income to the recipient in order to ensure that any taxes owed on the item can be properly reported and remitted by the organization. This means that the organization will add an additional amount to the value of the item reported as income to the recipient.

Visa Issues

If you are a resident alien or nonresident alien and you are not a permanent resident of the United States, you may be subject to visa restrictions on receiving income from the United States. You should consult with an immigration advisor to determine if there are any visa restrictions that may apply to you.

OU Employees (Faculty/Staff)

If you are an employee of the University of Oklahoma, any prize or award reported on this form will be reported on your W-2 as taxable salary/wages. This does not apply to student employees.