



Award/Prize Tax Data Collection Instructions

This form should be used for distributing awards or prizes through a drawing or winning a student's academic competition. The recipient may be an employee, student, or other affiliate. This form is not used for awards or prizes related to employee recognition.

Department Information:

- Provide the department name, number, contact information, event name, and event description. The contact name should be the person familiar with the event.
- The account number is required to pay gross up withholding taxes for Non-Resident Aliens. The default amount is 30% of the value of the prize but it can vary depending on applicable treaties and other variables.

Award/Prize Information:

- Include the date the award is distributed and a description of the award. The value of the award is the MSRP for non-cash awards and face value for cash or cash equivalents. The value is not determined by what was paid for the award item.

Awardee Information:

- This information is completed by the recipient at the time they receive the award/prize.
- If the award is over \$50, Social Security Number (SSN), address, email, and citizenship status is required for a University of Arizona student or other non-employee.
- All awardees should sign and date the form as acknowledgement of award/prize receipt and potential tax implications.

For questions, please contact Tax Services at 520-621-1957 or FNSV-Tax-Services@arizona.edu.

Additional Information can be found at the [Tax Services Award/Prize Tax Data Collection page](#).

Please attach completed form to the corresponding Disbursement Voucher in UAccess Financials.



Award/Prize Tax Data Collection

Department Information

Org/Dept Name and Number: _____

Event Name: _____

Contact Person Name: _____

Event Description: _____

Contact Person Email: _____

Contact Person Phone: _____

Account Number: _____
(for gross up as applicable)

Award/Prize Information

Date Award/Prize distributed: _____

Award/Prize Description: _____

Value of Award/Prize: \$ _____
(MSRP for goods, face value for cash or cash equivalents)

Awardee Information

Full Name: _____

Last Name

First Name

Middle

Initial Current Affiliation (check all that apply): ☐ Employee – Employee ID: _____

☐ Student – Student ID: _____

☐ Other _____

Non-Employees: Complete this section if value of Award/Prize is over \$50

SSN/ITIN: _____

Email Address: _____

Street Address: _____

Status (check one): ☐ U.S. Citizen or
Permanent Resident
☐ Nonresident Alien

Awardee Sign and Date

Signature: _____ Date: _____

This form must be submitted securely and attached to a Disbursement Voucher **within 10 business days** of an award/prize distribution. The information is necessary for the university to meet federal and state tax reporting obligations

Employees: Value of award/prize will be included in wages and taxed via Payroll in UAccess Employee.

Non-Employees: Value of award/prize will not be reported on a 1099-MISC unless the value of awards provided by the University in the calendar year is \$600.00 or more. However, this payment may be taxable. Please consult your tax advisor.

Non-Employees who are non-resident aliens: Department providing award/prize is responsible for gross up withholding.

NOTE: Due to security sensitive data collected, this form **MUST** be maintained in a secure location.