Finance & Budget

Award/Prize Tax Data Collection Instructions

This form is to be completed by the awarding department and the recipient before distributing awards or prizes unrelated to employee recognition in cash or non-cash form. Examples include winning academic or sports competitions, receiving recognition for non-employee performance or achievement, or winning a door prize or drawing. The recipient may be an employee, student, or other affiliate.

Note: When distributing awards or prizes for employee recognition, use the Employee Recognition Award Compensation Form and follow policy and procedure in 9.11 Employee Recognition instead.

Department Information Section:

- Provide the department's name and number, contact information, and the event's name and description. The contact information should be for the person most familiar with the event.
- Account number is required for gross up withholding on awards/prizes distributed to nonresident aliens. The default amount is 30% of the value of the award/prize but it can vary depending on applicable treaties and supporting documentation as described in 9.16 Payment to Nonresident Aliens.

Award/Prize Information Section:

- Include the date of distribution and a description of the award/prize. The value of the award is the fair market value (FMV) for non-cash awards and face value for cash or cash equivalents. The FMV of an item of property is the price at which the item would change hands between a willing buyer and a willing seller. For example, this might be the amount paid for an engraved plaque, or it might be manufacturer's suggested retail price for an item if it was temporarily on sale when purchased.

Awardee Information Section:

- This information is to be completed by the recipient either before, or at the time they receive the award/prize.
- If the award is over $50, Social Security Number (SSN), address, email, and citizenship status are required for anyone not an employee.
- All awardees should sign and date the form as acknowledgement of award/prize receipt and potential tax implications.

Department Submission Instructions:

- A completed Award/Prize Tax Data Collection Form should never be emailed, as the form requires the provision of sensitive information. This form must be submitted securely within 10 business days by one of the following methods:
  1. Attach to the Disbursement Voucher (DV) for the award/prize expense.
  2. Submit the form via the Procure to Pay Services secure document upload if a DV is not initiated for the award/prize expense.

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

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.

Finance & Budget

Award/Prize Tax Data Collection

Department Information

Org/Dept Name and Number: ______________________

Contact Person Name: ______________________

Contact Person Email: ______________________

Contact Person Phone: ______________________

Event Name: ______________________

Event Description:

Account Number: ______________________
(for gross up as applicable)

Award/Prize Information

Date Award/Prize distributed: ______________________

Value of Award/Prize: $ ______________________
(FMV for goods, face value for cash or cash equivalents)

Award/Prize Description:

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: ______________________

Street Address: ______________________

____

____

Email Address: ______________________

Status (check one):

☐ U.S. Citizen or Permanent Resident

☐ Nonresident Alien

Awardee Sign and Date

Signature: ______________________________________ Date: ______________

This payment is taxable to recipients.

Employees: Value of award/prize will be included in wages and reported on Form W-2, regardless of amount.

Non-employee U.S. citizens or permanent residents: Value of award/prize will be reported on Form 1099-MISC if the total value of awards provided by the University during the calendar year meets or exceeds the IRS annual reporting threshold. Please refer to 1099-MISC and 1099-NEC Reporting Threshold Table.

Non-employee nonresident aliens: Department providing award/prize is responsible for gross-up withholding. Value of award/prize and gross-up withholding will be reported on Form 1042-S, regardless of the amount.