

GIFT PRIZE or AWARD FORM

Reason for Gift, Prize or Award _____

Date of Gift, Prize or Award _____

Description of Gift, Prize or Award _____

Value of Gift, Prize or Award (attached receipts, if applicable): _____

Submitted by _____
Department Contact Person Contact Phone#

Recipient Name (please print) _____

Recipient Signature _____

Recipient status (check at least one box below and provide the appropriate ID number):

Employee¹ Employee ID#: _____

Student² Student ID#: _____

Nonemployee² Banner ID#: _____
Home Address: _____
City, State, Zip Code: _____

¹ The value of gift, prizes and awards provided to employees will be added to the employee's Form W-2 and subject to income tax withholding.

² The value of gifts, prizes and awards provided to students and nonemployees will be reported on Form 1099 if aggregate taxable payments received by such individual exceed \$600 during the calendar year.