



# INDIANA UNIVERSITY

OFFICE OF FINANCIAL MANAGEMENT SERVICES

## Prize Tax Data Collection Form

**Mail form to:** Poplars Room 503, IUB campus or **Fax form to:** 812/856-4861

This form is to be completed within **10 days** of a non-cash prize distribution by the department that held a drawing, game or contest. The information is necessary for IU to meet federal and state tax reporting obligations. An IRS Form W-9 or Form W-8BEN is also **required** to be submitted with this form (unless the prize recipient is an Indiana University employee).

Event Information: \_\_\_\_\_  
*Event Name* *Event Date*

Recipient Legal Name: \_\_\_\_\_  
*Last Name* *First Name*

University ID#: \_\_\_\_\_ IRS Tax Form Collected: [W-9](#) [W-8BEN](#)

Check appropriate box:

Employee                      Student                      General Public

Date prize distributed: \_\_\_\_\_ Value of prize (attach support): \$ \_\_\_\_\_

Description of prize: \_\_\_\_\_

Purpose of event and prize distribution: \_\_\_\_\_

How did participants become eligible for the drawing or game of chance? (Must check one)

Voluntary submission of idea, essay, art, or other academic based skill

Randomly selected from participants engaged in an activity or in attendance at an event

Eligible Participants (Check all that apply): Student                      Faculty/Staff                      General Public

Department Information: \_\_\_\_\_  
*Chart/Org* *Contact Name/Phone Number*

Refer to **University Policy VII-4: "Drawings, Games and Prizes"** at <http://policies.iu.edu/policies/categories/financial/miscellaneous-osvpcfo-policies/VII-4-drawings-games-and-prizes.shtml>

*Internal Tax Department Use Only:*

Date Received: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Comments: \_\_\_\_\_