



INDIANA UNIVERSITY

OFFICE OF FINANCIAL MANAGEMENT SERVICES

Prize Tax Data Collection Form

This form is to be completed by the department that has held a drawing, game or contest and provided a prize to a recipient. This information is necessary to assist the university in meeting federal and state tax reporting obligations. An IRS Form W-9 or Form W-8BEN are also required to be submitted with this document unless the prize recipient is an Indiana University student or an employee of the university.

Event Information: _____
Event Name *Event Date*

Recipient Legal Name: _____
Last Name *First Name*

University ID# (employee or student) IRS Tax Form Collected: W-9 W-8BEN

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?

Voluntary submission of idea, essay, art, or completion of survey for a contest

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*

Internal Tax Department Use Only:

Date Received: _____ Reviewed by: _____

Comments: _____

Effective: 01/07/2011

Refer to University Policy "VII-4:Drawings, Games and Prizes"

The policy URL location is:<http://www.indiana.edu/~vpcfo/policies/other/vii-4.html.docx>