



## 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](mailto:FNSV-Tax-Services@arizona.edu).

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

### **SUBMIT COMPLETED FORM TO:**

THE UNIVERSITY OF ARIZONA  
FINANCIAL SERVICES - ACCOUNTS PAYABLE 888 N. EUCLID  
AVENUE, ROOM 502 TUCSON, AZ 85721

**OR**

[Accounts Payable Secure Document Upload](#)



## 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 to Accounts Payable within 10 business days of an award/prize distribution. The information is necessary for the University of Arizona 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.