



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 **30 days** of a prize distribution by the department that held a drawing, game or contest. Please note this form **only** needs to be completed if the prize given is valued at **\$600 or greater**. 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). This information is necessary for IU to meet federal and state tax reporting obligations.

Event Information: _____
Event Name Event Date

Recipient Legal Name: _____
Last Name First Name

University ID # _____ IRS Tax Form collected and attached: W-9 W-8BEN

Date prize distributed: _____ Value of prize: \$ _____

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 (Mark all that apply): Students Faculty/Staff General Public

Department Information: _____
Chart/Org Contact Name/Number

For more information or direction, please refer to the following resources:

- [Tax Standard Operating Procedure: 9.03 – Taxable Prizes & Awards](#)
- [University Policy FIN-ACC-640: Drawings, Games and Prizes](#)

Internal Tax Department Use Only:

Date Received: _____ Reviewed by: _____

Comments: _____
