



# 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 **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: \_\_\_\_\_  
\_\_\_\_\_