

## Prize Tax Data Collection Form

**E-mail form to:** fstax@ou.edu

This form is to be completed within **30 days** of a prize distribution by the department that held a drawing, game, or contest.

If the prize recipient is a foreign individual, an IRS Form W-8BEN is **required** to be submitted with this form.

If the prize recipient is a U.S. individual, this form **only** needs to be completed if the prize is valued at **\$100 or greater**.

An IRS Form W-9 is **required** to be submitted with this form.

This information is necessary for OU to meet federal and state tax reporting obligations.

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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 prize? (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

☐ Performance based. Please explain: \_\_\_\_\_

Eligible Participants (Mark all that apply): Students ☐ General Public ☐

Department Information: \_\_\_\_\_  
FUND/ORG/FUNCTION/ENTITY/SOURCE/PROJECT/PURPOSE Contact Name/Number

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### Internal Tax Department Use Only:

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

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