



IDAHO STATE UNIVERSITY
 921 S. 8th Ave. Stop 8219
 Pocatello, ID 83209-8219
 Phone: (208) 282-6266 Fax: (208) 282-4725

Bengal ID#
Date:

NON-CASH PRIZE OR AWARD DOCUMENTATION FORM

Legal Name:		Phone:	
Address:		E-mail:	
City:	State:	Zip:	
U.S. Citizen: Yes <input type="checkbox"/> or No <input type="checkbox"/> (If no, contact Accounting Payable before giving prize or award)			
Are you or have you been a ISU employee during the past 12 months? <input type="checkbox"/> Yes or <input type="checkbox"/> No			
Event:			
Event Date:	Award Amount: \$		
Check one: <input type="checkbox"/> Prize <input type="checkbox"/> Award			
Description:			
Prepared By:	Department:	Phone #	

Federal law requires that we have on file a W-9 form with the **Social Security number and signature** for each individual or business to which the University makes a non-payroll payment. The IRS may impose a penalty of up to \$500.00 for non-compliance or supplying false information.

SIGNATURE: _____ **Date:** _____
Individual Receiving Prize or Award

This form must be completed each time an individual receives a prize or award.

Forward completed form, W-9 and any supporting documentation to Accounts Payable MS 8219 to complete accurate reporting.