



**IDAHO STATE UNIVERSITY**  
 921 S. 8<sup>th</sup> 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 <b>before</b> 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.**