

Earlham College
AWARD OR PRIZE RECEIPT
(NOTE: Gift Cards are prohibited for awards or prizes)

This form should be completed by any department/organization at Earlham College when awarding a prize or award for a giveaway, contest or competition to any Earlham College Student or Employee.

_____, has been awarded a prize/award of
(Name)

_____ valued at \$_____ by _____
(Description) (Dept/Organization)

In recognition of participation in the following event, _____,
on _____ (Date).

If this award or prize is given to a non-resident alien, the tax should be charged to: **Recipient** /Earlham Dept or Org .

If dept is covering tax, please list account number to charge _____

**Please note that if you are paying for the tax, it will be grossed up to cover all federal taxes.

Authorizing Printed Name _____ Email/Ext _____

Authorizing Signature _____ Date _____

This section to be completed by recipient

Recipient Name _____ Earlham ID _____

Address _____

City _____ State _____ Zip _____ Email _____

Telephone _____ Are you a US Citizen/Perm Resident of US? _____ YES/NO

By signing below, you are acknowledging the receipt of the award/prize listed above. You also understand that you may receive a 1099-MISC if the total value of your awards or prizes in the calendar year are \$600 or more. Non-Resident Aliens are subject to immediate withholding of 14 – 30% of award/prize value. This may be charged to your student account, taken from your monetary award or paid by the department/organization giving the award/prize. This total will be reported on the 1042-S.

Signature _____ Date _____

THIS COMPLETED FORM MUST BE TURNED INTO THE ACCOUNTING DEPARTMENT WITHIN 3 BUSINESS DAYS OF AWARD/PRIZE RECEIPT