



## NON-CASH PRIZE/AWARD FORM

Please clearly print all information - signature is required to confirm receipt of the prize/award.

**PRIZE/AWARD VALUE:** \$ \_\_\_\_\_

**DESCRIPTION OF PRIZE/AWARD RECEIVED:** \_\_\_\_\_

### REQUIRED RECIPIENT INFORMATION:

*Check one and supply appropriate info*

Daemen Student	ID#	Daemen Employee	Department Name	Other	Please Specify
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**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**EMAIL:** \_\_\_\_\_

\_\_\_\_\_  
**Signature:** I acknowledge receipt of above listed prize or award

\_\_\_\_\_  
**Date**

*(For audit purposes to match form with original purchase documents):*

**Name of Individual or Department who purchased prize or award:**

\_\_\_\_\_

IRS rules require we file form 1099 for recipients of miscellaneous income, prizes and awards, payment for rents, royalties, fees and compensation for services rendered totaling \$600 or more during a calendar year. Although you think your payments may not exceed \$600, we need your information on file in the event that payments do exceed that amount. A 1099 will only be issued if total payments equal \$600 or more during the calendar year.

Any single prize or award with a \$600 or more value requires a completed W9 before prize is released. Secure upload of W9 forms is available at [daemen.edu/w9](http://daemen.edu/w9).

The Business Office may contact the recipient to complete a W9 form if deemed necessary to obtain additional information to issue a 1099 form.