



Gift Card or Prize Distribution Form

Use this form to report distribution of **physical gift cards** (any value) or **merchandise prizes** (\$50 or greater value). Do not use this form to report e-gift cards as they are received and acknowledged by email.

Please clearly print all information - signature is required to confirm receipt of the gift card or prize.

Value of gift card or prize*: \$ _____

Description of gift card or merchandise prize: _____

Purpose of gift card or prize: _____

Signature: I acknowledge receiving the above listed gift card or prize

Date

REQUIRED RECIPIENT INFORMATION:

Check off appropriate line and supply required information

____ Student: ID# _____

____ Employee: Department or Office Name _____

____ Other: Please Specify _____

NAME: _____

ADDRESS: _____

EMAIL: _____

*Any single prize or gift card with a \$600 or greater value requires a completed W9 before the prize or gift card is released. Secure upload of W9 forms is available at daemen.edu/w9.

IRS rules require form 1099 to be filed 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 if combined payments do exceed that amount. The Business Office may contact the recipient to complete a W9 form if deemed necessary to obtain additional information to issue a 1099 form.

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

Merchandise or Physical Gift Card obtained by:

____ Purchasing Dept: name of requestor _____

OR

____ Self-Purchase: name of purchaser _____