



## CASH PRIZE/AWARD ACKNOWLEDGEMENT FORM

This form should be used to report all prizes in the form of cash/gift certificates (cash value) awarded with Minot State University funds to an individual at a MSU sponsored event, e.g. contest prize, drawing, etc. These amounts **are** reported to the IRS (Internal Revenue Service) by MSU.

Recipient Name: \_\_\_\_\_

MSU ID: \_\_\_\_\_

U.S. SSN: \_\_\_\_\_

Address: \_\_\_\_\_

- U.S.  **Citizen/Permanent Resident** (must also complete Form W-9)
- Non-U.S Citizen** (Country) \_\_\_\_\_ (There is a high probability that this amount will require Federal tax withholding. You will be notified via email or letter of any amounts owed). Email: \_\_\_\_\_

**Must also complete/provide ALL of the following:**

- Foreign National Information Form (completed)
- Form W-8BEN (completed)
- Copy of U.S. SSN or complete Form W-7 (if you do not have a U.S. SSN)
- Copy of I-94 (not needed if from Canada)
- Copy of I-20 – (usually 2 pages)
- Copy of passport (must be U.S. Visa Page or Canadian passport page)

DATE	PRIZE/AWARD DESCRIPTION	DOLLAR VALUE

***I certify that the above information is accurate and true. I agree to pay any tax responsibility caused by this event (for non-U.S. Citizens only).***

\_\_\_\_\_  
Signature of Recipient

\_\_\_\_\_  
Date