



MINNESOTA STATE

Prize/Award Payee Acknowledgement

Date _____

College/University Name _____

Prize value: \$ _____

Prize description *(cash, gift card, merchandise etc)* _____

Why prize was awarded *(math contest, raffle, survey incentive...)*: _____

Recipient's Name: _____

Recipient's permanent/legal address:

Recipient's social security number or other United States Tax Identification #: _____

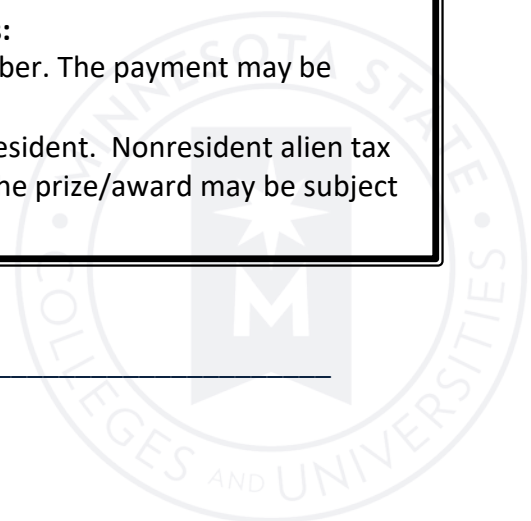
If recipient is a student, student's identification number *(not starid)*: _____

Is recipient a US Citizen/Legal Permanent Resident (ie: "green card" holder)
(Yes or No) _____

Contact Tax Services prior to payment in the following situations:

- If the recipient **does NOT** provide their social security number. The payment may be subject to back up withholding tax.
- If the recipient **is NOT** a US Citizen or a Legal Permanent Resident. Nonresident alien tax residency information paperwork **MUST** be completed & the prize/award may be subject to 30% nonresident alien tax withholding.

Recipient's Signature _____



Instructions

This form is a substitute W-9 form to be used by colleges and universities to report cash and noncash prizes or awards to the System Office, Tax Services. This form contains sensitive information. Please take appropriate security measures when handling this form.

- Prior to paying out a prize or award, complete this form and have the recipient sign.
- As necessary, update the recipient's ISRS record or SWIFT vendor record to include their social security number or individual tax identification number.
- Send copies of this form to Tax Services via MoveItSecurely.
- If the recipient does not provide a social security number, the payment may be subject to Federal 30% backup withholding tax. Contact Tax Services prior to payment.
- If the recipient is not a US citizen or legal permanent resident (aka green card holder), contact Tax Services for help in determining their tax residency status. If the recipient is a nonresident alien for tax purposes the prize/award is subject to 30% tax withholding and reporting.
- Tax Services will use the information provide on this form and any payment information in the Minnesota State colleges and universities accounting system to report the prize or award to appropriate tax authorities.
- Contact Information: Ann Page 651-201-1730 ann.page@minnstate.edu or Steve Gednalske 651-201-1657 steven.gednalske@minnstate.edu