



## Prize and Award Form

You have received \_\_\_\_\_ valued at \$ \_\_\_\_\_ on \_\_\_\_\_ (date) awarded by \_\_\_\_\_ (department). Please be aware that prizes and awards are taxable. It is your responsibility to report it as income. Please check with your tax advisor for further details.

### **Please complete the following information**

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

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

\_\_\_\_\_

Employee ID – University or ASI Employee: \_\_\_\_\_  
(FDN employee ID on file) \*

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Recipient's Signature

\_\_\_\_\_  
Prepared by

\_\_\_\_\_  
Ext.

### **Please mark (X) on one each of the following categories:**

#### Employee Status

\_\_\_\_\_ Enterprise Foundation Employee\*

\_\_\_\_\_ University / ASI Employee\*  
*\*If Enterprise Foundation, University or ASI Employee, this will be taxed and reported on your W-2 form if the amount is \$25 or over.*

#### **For Grants**

- **MUST complete this form if the amount is \$50 or over.**
- **Prize/award \$50 or over will be taxed and reported on your W-2 form.**

\_\_\_\_\_ Not affiliated\*\* / Vendor Data Form Required  
*\*\*If not an employee of Enterprise Foundation, University, or ASI, a 1099 will be issued if you received \$600 or more per calendar year.*

#### Prize Awarded Via

\_\_\_\_\_ Bronco Bucks / IDT

\_\_\_\_\_ Award processed through Enterprises Payroll

\_\_\_\_\_ Award processed through Enterprises Accts Payable

Orig: Submit to Enterprise Foundation Financial Services  
Copy: Recipient  
Copy: Department