



PRIZE, AWARD & GIFT FORM

(Over \$50)

Prize/Award Information:

AWARDED BY _____ ON _____
(department/club) (date)

ITEM DESCRIPTION _____ VALUED AT \$ _____
(cash/gift card/etc.)

Please Provide the Following Information:

RECIPIENT NAME: _____

EMPLOYEE BRONCO ID: _____
(If applicable)

ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____

RECIPIENT SIGNATURE: _____ DATE _____

Recipient Status (check at least one box below):

Foundation/University Employee*

** If an employee of Foundation, Philanthropic Foundation, or University, this will be taxed and reported on your W-2 Form if the amount is over \$50.*

Not Affiliated**/Vendor Data Form Required

***If not an employee of Foundation, Philanthropic Foundation, or University, a 1099 will be issued if you receive \$600 or more per calendar year.*

Please be aware that prizes and awards are taxable. It is your responsibility to report it as income. Check with your tax advisor for further details.