PRIZEAND AWARD INFORMATION FORM
For those affiliated with the university

BYUH does not allow cash or gift cards as prizes. See the Hosting, Retreat and Teambuilding policy. This form is to be used for any time a prize or award valued at over $100 is given. If a student or employee receives a cumulation of gifts over $100 it will be reported on their taxes via form W2 for employees or 1099-MISC for those that have not been a student employee. The awardees may be contacted to present a W9 or W8BEN to properly issue the tax forms and or asked to complete a supplier add form.

EVENT INFORMATION

Coordinator and Department	**Event**
Event Coordinator:	Event Name:
Department:	Event Date

AWARDEES

Recipient	**Date Awarded**	**Prize**	**Value**

FOR OFFICE USE ONLY

Information	**Date**
Verified Identification By (Print):	Last Updated:

Last Updated 08.28.23

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