



PRIZE - AWARD FORM

Award recipient is:

Employee: Complete form and forward to Payroll & Disbursements

Student: Was the participation in the event limited to students?

Yes: Complete this form and forward to Student Financial Aid

No: Complete this form and forward to Payroll & Disbursements

Neither: Complete this form and forward to Payroll & Disbursements along with a Form W-9 or W-8 BEN for international prize winners. Please note 30% tax withholding applies to payments to international prize winners.

Name:

Permanent Address:

Employee ID or WIN number:

Amount of money/Value of prize:

Detailed description of contest:

Contact Name:

Phone Number:

Department Name:

This form is to be filled out for anyone receiving a prize or award (cash or gift). When you are making payment to someone this form must be submitted to Payroll & Disbursements with a generic voucher. The correct account code (object code) to use is 4326. **If the prize is in the form of a gift, it is still necessary to submit this form to Payroll & Disbursements.**

This document **DOES NOT** replace the Independent Contract for services rendered. This document cannot be used to disburse scholarships. Scholarships must be processed through Student Financial Aid.

If you have questions please call Accounts Payable at 269-387-4253 or email acctspay-dept@wmich.edu

Form forwarded to: Student Financial Aid or Payroll & Disbursements

Date submitted:

****The amount of the prize or award will be added as a financial resource and factored into the student's aid eligibility. As a result the prize award may impact other financial aid students have been awarded.***