GIFT AND PRIZE TAX INFORMATION FORM

This form is to be completed within 10 days of a gift or prize distribution when the cumulative value of gifts and prizes meet certain thresholds within a calendar year. The information collected is necessary for MSU to meet the following tax reporting obligations: a 1099-MISC is reported to a US citizen if cumulative value exceeds $599 and a 1042-S is reported to a non-resident alien (NRA) on all amounts (there is no minimum) and requires withholding.

This form DOES NOT apply to MSU-sponsored employee awards, service recognition programs, student financial aid/awards/scholarships, or sponsorships/donations. Please follow MBP Section 44 for policy regarding cash and non-cash gifts to employees and students.

Please contact the MSU Controller’s Office of Tax Services at 517-355-5029 or taxreporting@ctlr.msu.edu for any questions regarding reporting requirements or use of this form.

DEPARTMENT NAME: _______________________________________________________________________

DEPARTMENT CONTACT NAME/PHONE NUMBER: ________________________________________________

EVENT NAME/DATE: __________________________________________________________________________

PURPOSE OF EVENT: _______________________________________________________________________

DESCRIPTION OF GIFT/PRIZE: ___________________________________________________________________

RECIPIENT LEGAL NAME: ______________________________________________________________________

IRS TAX FORM (REQUIRED):  W-9 (US Citizen) ☐  W-8BEN (Non-Resident Alien) ☐

DATE GIFT/PRIZE DISTRIBUTED: _______________  VALUE OF GIFT/PRIZE: $_______________

ELIGIBLE PARTICIPANTS (Check all that apply): Student ☐  Faculty/Staff ☐  General Public ☐

PLEASE EMAIL OR MAIL COMPLETED FORM TO: Gift/Prize to Non-Resident Alien:
Accounting
426 Auditorium Road, Room 360
Email: accounting@ctlr.msu.edu

Gift/Prize to US Citizen:
Controller’s Office of Tax Services
426 Auditorium Road, Room 301
Email: taxreporting@ctlr.msu.edu

Version: 6/16/20