

**MICHIGAN STATE
UNIVERSITY**

Office of the Controller

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@ctrl.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@ctrl.msu.edu

Gift/Prize to US Citizen:

Controller's Office of Tax Services
426 Auditorium Road, Room 301
Email: taxreporting@ctrl.msu.edu