Rutgers University Student Activities Business Office (SABO) PRIZE, AWARD AND GIFT CARD FORM

Occasionally student organizations may include prizes, awards, or gift cards at their events. Prizes, awards, or gift cards are given to recognize an accomplishment, achievement, or activity that does not require the performance of a service to the university. The following information must be provided to process any transactions related to prizes, gift cards or awards. No checks will be released until all information has been submitted. Please see the Prizes, Awards, and Recognition Gift Policy section of the Treasurers Handbook for complete details.

Event Information:	
SABO Account Number:	
Event Name:	Event Date:
Event Description:	
Purpose of Award/Gift/Prize:	
Eligibility and selection criteria:	
*Recipient Information: Required for any Cash Pri	ze, Award or Gift Card \$100.00 and above
Required for any single non-cash	<u>Prize,</u> Award, or Gift valued at \$100.00 and above
Information wil	l be reported as taxable income.
Name:	
NetID:	RUID:
Rutgers E-mail:	
Description of Award/Gift/Prize:	
Award/Gift/Prize Value: \$	
Social Security Number:	Attach W-9 if NON-STUDENT:
Home Address:	
Is the Recipient a Rutgers University	Employee? YES \square NO \square
If yes, Department & Title:	

^{*}Please duplicate Recipient Information portion of the form as needed.

Rutgers University Student Activities Business Office (SABO) PRIZE, AWARD AND GIFT CARD FORM

PLEASE DOWNLOAD A FILLABLE W-9 FROM THE IRS WEBSITE: About Form W-9, Request for Taxpayer Identification Number and Certification | Internal Revenue Service

epartment	nber 2018) at of the Treasury evenue Service		tification Num				Give Form to the requester. Do not send to the IRS.
1	Name (as shown	on your income tax return).	Name is required on this line;	do not leave this line blank	ζ.	-	
2	Business name/d	Isregarded entity name, if d	Ifferent from above				
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S	Individual/sole single-membe		rporation L S Corporati	on 🗆 Partnership	I Irusvesiale	Exempt pa	ayee code (If any)
Specific Instructions on	Note: Check t LLC if the LLC another LLC ti	he appropriate box in the lin is classified as a single-me nat is not disregarded from	assification (C=C corporation, ne above for the tax classifical mber LLC that is disregarded the owner for U.S. federal tax ck the appropriate box for the	tion of the single-member of from the owner unless the purposes. Otherwise, a sir	owner. Do not check owner of the LLC is ngle-member LLC that	code /if ar	n from FATCA reporting
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88 S	Address (number	street, and apt. or suite no	.) See Instructions.		Requester's name	and address	(optional)
6	City, state, and Z	P code					
7	List account numi	per(s) here (optional)					
Part I	Taxpay	er Identification N	umber (TIN)				
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