

Awards/Prizes/Gifts Informational Form

Date: _____

Purpose of prize, award, gift: _____

Gift card purchased by: _____

Award requested by: _____

Type of gift, prize or award (check the appropriate field):

☐ Award for Achievement/ Winner of Competition or Prize

☐ Incentive payment (e.g. Participation in survey or focus group)

☐ Award for academic research related activity (please attach award letter)

☐ Sponsorship for academic enhancement (please attach award letter)

☐ Gift Cards

☐ Other - if checked give details: _____

Recipient Information

				Foreign?*	
	Name	Relationship to LMU	Amount	Yes	No
1	_____	<div></div>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
2	_____	<div></div>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
3	_____	<div></div>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
4	_____	<div></div>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
5	_____	<div></div>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
6	_____	<div></div>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
7	_____	<div></div>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
8	_____	<div></div>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
9	_____	<div></div>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
10	_____	<div></div>	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>

Total Request: \$ _____

*Foreign: An individual who is not a Citizen or lawful Permanent Resident of United States of America.

** If the payee is an LMU employee and the payment is greater than \$100 in a calendar year the amount of the prize or award will be included in the W-2 and is subject to all income and FICA withholding taxes per the IRS rules and regulations

If a student or non-LMU student payee the prize or award can be processed without tax withholding. This payment will be subject to review and may be considered as income depending on the type of payment. If the payment qualifies as income; and totals more than \$600.00 in the calendar year, it will be reported as income, using form 1099-MISC.

Awards/prizes to international individuals are generally subject to a 30% income tax withholding and will be reported on form 1042-S at the end of the calendar year.