



# FORT HAYS STATE UNIVERSITY

*Forward thinking. World ready.*

## Acknowledgement

Event Name: \_\_\_\_\_

Event Number: \_\_\_\_\_

Event Host: \_\_\_\_\_

Name of Prize Recipient: \_\_\_\_\_  
(Print Full Name)

Prize Amount: \$ \_\_\_\_\_

I understand that the value of the prize may be taxable as income, and that I am responsible for any applicable taxes. I understand that before I can receive the prize, I must complete either an IRS Form W-9 (U.S. citizen or other U.S. person, including a resident alien individual) or an IRS Form W-8BEN (Nonresident Alien). I understand that I must have either a Social Security Number or a Federal Tax Identification Number before I can receive the prize.

I understand that I may choose to decline the prize and not complete/sign this Acknowledgement.

Are you a U.S. Citizen?

Yes \_\_\_\_\_

No \_\_\_\_\_

If you checked "yes" above, complete the IRS Form W-9 and give it to the Event Host.

If you checked "no" above, you must contact Student Fiscal Services at (785) 628-4499 for assistance in completing the nonresident alien tax compliance documentation.

Are you an employee of the State of Kansas?\*

Yes \_\_\_\_\_

No \_\_\_\_\_

(Chartwells employees are not State of Kansas employees.)

\*Value of prize for State of Kansas employees may be added to employee's annual W-2.

Date: \_\_\_\_\_

\_\_\_\_\_  
Award/Prize Recipient Signature

Last 4 digits of SSN/ITIN \_\_\_\_\_