

# Brown University

## Prize Form

Use this form to accompany a supplier invoice for a prize payment. **A prize is given as a reward in recognition of an outstanding achievement or to the winner(s) of a competition. The payment is not restricted to the recipient's work or research goals.** There is no expectation of an accounting of the gift.

Prizes are taxable payments. US Residents will receive a Form 1099 if payments during a calendar year are \$600 or more. Foreign Nationals will receive a Form 1042s for payments of any amount (see the [Foreign National Payment](#) policy for more information).

### Instructions:

1. Ensure recipient is registered as a supplier.
2. If the recipient is a foreign national, ensure the individual has registered in Sprintax-Calculus so that the Controller's Office can review their documents and apply any available tax treaty benefits.
3. Attach this completed form to the Workday Supplier Invoice.

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

**Amount:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Student?**

**Visitor?**

**Foreign National:**      YES      NO

If yes, what is the country of residency? \_\_\_\_\_

**Prize Description:** \_\_\_\_\_