

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 Information](#) website 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 FNIS 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: _____