

Event/Contest Participation & Gift Information Form Instructions

Event/Contest Participation & Gift Information Form is required if a prize, award, or gift has been presented to a student, non-student, staff, and faculty. Certain prizes, awards, and gifts may have tax implications. In order to follow IRS rules and Standard Administrative Procedure we require that this form be filled out every time a Texas A&M University – Kingsville issues any type of prizes, awards and gifts to staff, faculty, students, non-employees and non-students. The form of payment includes monetary and non-monetary prizes, awards, and gifts.

Submit the Event/Contest Participation & Gift Information Form after each event or prior if the name of the awardee is known. Complete all of the information on the form. **The signed form should be attached as a document along with the backup such as flyers, etc., in Concur or JavelinaBuy** depending on the form of payment used. Contact us at ap@tamuk.edu if you need assistance.

Section 1

Print Name: Print the name of the prize/award/gift recipient

Description of event/contest/gift: Describe the event and reason for the prize/award/gift.

Date: Date of the event.

Amount: Amount of the prize/contest or gift.

Recipient's Signature: Signature of the person receiving the prize/award/gift.

Social Security Number: The social security number for the recipient.

Address: Recipient's address

Telephone Number: Recipient's telephone number.

Recipient's Email Address: The email for the recipient.

Department Contact Name & Phone Number: Contact information for the department.

Section 2

Are you a current employee of the A&M System or have you been an employee within the last year:

Recipient must mark yes or no. If yes, name of the system part is required.

Are you a current employee of TAMUK or have you been employed within the last year.

Recipient must mark yes, or no. If yes, check faculty, staff, or student.

Are you a U.S. Citizen?

Recipient must mark yes or no. If no, please email tax@tamuk.edu.

Section 3

This section to be used only the Financial Services Division.