



**Gift, Prize and Award  
Recipient Acknowledgement Form**

Use this form to report gift cards and non cash gift, prizes, and awards. Once completed, department giving gift must submit form via the gift reporting workflow.

Dept. giving gift \_\_\_\_\_ Event \_\_\_\_\_

Gift description \_\_\_\_\_ Fair market value \_\_\_\_\_

**RECIPIENT INFORMATION – TO BE COMPLETED BY THE RECIPIENT**

**Please print.** Any required tax forms will be mailed to the address provided.

Name \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**KENT STATE EMPLOYMENT AND STUDENT STATUS**

- 1. Are you a student at Kent State University?      **Yes** \_\_\_\_\_ **No** \_\_\_\_\_
- 2. Are you a current student employee?            **Yes** \_\_\_\_\_ **No** \_\_\_\_\_
- 3. Are you an employee of the university?        **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**IF YOU ANSWERED YES TO ANY OF THE ABOVE QUESTIONS,** provide your Kent State email address OR Kent State Identification Number (Banner ID.)

Flashline ID (Kent State email address) \_\_\_\_\_ @kent.edu  
Kent State Identification Number \_\_\_\_\_

**IF YOU ANSWERED NO TO ALL THREE QUESTIONS,** provide the following.

Email address \_\_\_\_\_  
Social Security Number or ITIN \_\_\_\_\_

**ALL RECIPIENTS,** answer the following.

Are you a US citizen?                                      **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

*My signature certifies that I have received the gift/prize/award described above and I understand that this gift, prize, or award is considered taxable income and may be subject to income tax withholding and reporting. It may be reported to me on Form W-2, Form 1099-Misc, or Form 1042-S. If I am a non US citizen who is considered to be a nonresident alien for tax purposes, federal income tax withholding will be charged to my student account.*

Signature of Recipient \_\_\_\_\_ Date \_\_\_\_\_