



**Minnesota
North
College**

Prize/Award Payee Acknowledgement

Date: _____

Campus: _____

Prize Amount and Brief Description: _____

Student Name: _____ Student ID#: _____

Student's Phone #: _____

Student's Permanent/Legal Address: _____

Student's Social Sec. # or other Tax ID #: _____

Is the student a US Citizen/Legal Permanent Resident (i.e., "green card" holder): Yes No

Contact Tax Services prior to payment in the following situations:

- If the student **does NOT** provide their social security number. The payment may be subject to 28% back-up withholding tax.
- If the student **is NOT** a US Citizen or a Legal Permanent Resident. Nonresident alien tax residency paperwork **MUST** be completed and the payment may be subject to 30% nonresident alien tax withholding.

Student Signature: _____

Instructions

This form is a substitute W-9 form used by colleges and universities to report cash and noncash prizes or awards to the System Office Tax Services. This form contains sensitive information. Please take appropriate security measures when handling this form.

- Prior to distributing or paying a student a prize or award, complete this form and have the student sign.
- As necessary, update the student's ISRS record or SWIFT vendor record to include their social security number or individual tax identification number.
- Send copies of this form to Tax Services via MoveitSecurely.
- If the student does not provide a social security number, the payment may be subject to Federal 30% backup withholding tax. Contact Tax Services prior to payment.
- If the student is not a US Citizen or legal permanent resident (i.e., "green card" holder), contact Tax Services for help in determining the tax residency status of the student. If the student is a nonresident alien for tax purposes the prize/award is subject to 30% tax withholding and reporting.
- Tax Services will use the information provided on this form and any payment information in the Minnesota State Colleges and Universities accounting system to report the prize or award to appropriate tax authorities.
- Contact information:
 - Ann Page 651-201-1730, ann.page@so.mnscu.edu; or
 - Steve Gednalske 651-201-1657, steve.gednalske@so.mnscu.edu