



UNIVERSITY OF WASHINGTON

# REQUEST FOR PAYMENT OF AWARD OR PRIZE TO UW STUDENT OR EMPLOYEE

FINANCIAL MANAGEMENT	
UW Employees:	Ginny Montgomery 206-543-8625 ginnym@u.washington.edu
UW Students:	Student Fiscal Services 206-543-4694 sfsaid@u.washington.edu

Please use this form only to request the payment of a student scholastic award or an employee award or prize. Prizes and awards are intended to recognize the achievements of UW students and employees and may not be used as a means to provide individuals with additional compensation.

All other prizes and awards must be requested on a Check Request form.

## RECIPIENT INFORMATION

Recipient Name		Recipient ID (check type) <input type="checkbox"/> Employee EID <input type="checkbox"/> Student ID Number
Is Recipient a Non-Resident Alien? <input type="checkbox"/> Yes <input type="checkbox"/> No		ID/Tax Number _____
If Yes, what tax country?		<input type="checkbox"/> Other Recipient (See heading below NON-UW STUDENT PRIZES OR AWARDS).

## DEPARTMENT INFORMATION

Name of Requesting Department		Name of Requester	
Requester's Phone Number		Requester's Email Address	
Amount of Payment	Budget Number to be Charged	Date Payment Required	<input type="checkbox"/> Check <input type="checkbox"/> Direct Deposit, if applicable
Description of Award/Prize			

## AWARD/PRIZE INFORMATION (UW Student or Employee Only)

Please Indicate Type of Award/Prize

Student scholastic award—for student's cost of education (send to Student Fiscal Services, Scholarships Unit, Box 355871).

Employee award/prize (send to Payroll Department, Box 355655).

Other Award (describe)

## NON-UW STUDENT PRIZES OR AWARDS

<b>DO NOT COMPLETE THIS FORM.</b> Instead Complete Check Request Form (UoW 1570). Enter Country of Permanent Residence for NRAs on Check Request Form.		<b>Contact: U.S. Citizen/Resident Alien</b> ten99@u.washington.edu
<b>Send to:</b> Financial Services Tax Desk Box 351130		<b>Contact: Non-Resident Alien (NRA)</b> nratax@u.washington.edu
Authorizing Signature	Date	