



Prize Payment

1. COMPLETED BY PRIZE RECIPIENT:

a. Prize Recipient Name: _____

Prize Recipient Permanent Address for Tax Purposes:

****THIS CANNOT BE A DORMITORY OR RESIDENCE HALL****

b. Street Address and Apt. No.: _____

c. City, State/Province, Country: _____

d. Postal Code: _____

Mailing Address (if different from above)

e. Street Address and Apt. No.: _____

f. City, State/Province, Country: _____

g. Postal Code: _____

h. What is your citizenship status: US Citizen or Permanent Resident Non Citizen

i. How are you affiliated with MIT? 'Employee may be checked in addition to other choices

Student Employee Affiliate Not Affiliated with MIT

2. COMPLETED BY MIT STUDENT GROUP FINANCIAL SIGNATORY OR TREASURER:

a. RFP #: _____ Date: _____

RFP must be configured as RFP-Payment

b. Cost Object/Group Name: _____

c. Amount: \$ _____ G/L: 420319 – Prizes & Awards-Other

Name: _____ Signature: _____

3. TO COMPLETE

a. Please attach digital copy of this form, with all fields marked, to the RFP-Payment noted above.

b. When filling the RFP-Payment electronically, be sure to include the G/L Number listed above.

c. Send in the digital and physical copies of the RFP to Student Activities Office.

d. The recipient of the prize should call Student Activities Office with the SSN at 617-253-2091.

Please do not accept SSN information from prize recipients. Instruct recipients to contact us directly.

Student Activities Office • W20-549 • 617-253-6777 • sao-staff@mit.edu