

Dear Oncology Nursing Award Recipient:

The purpose of this letter is to inform you of the income tax consequences relative to your scholarship from the Oncology Nursing Foundation.

In general, if the check is made payable to you, the scholarship is to be included in your taxable income in the year of receipt. The Internal Revenue Service requires us to report such awards and grants to you on Form 1099-MISC. Therefore, you will receive Form 1099-MISC. no later than January 31 of next year. The information should be retained with your tax records.

As an option, we can pay the funds directly to your employer/institution. If we pay the funds directly to your employer/institution, you are not required to include the scholarship in your taxable income. You may want to consider this option rather than receiving the grant individually. By submitting a W9 from an institution on your behalf, your institution is agreeing to accountability of/management of the funds on your behalf.

If you wish to receive the funds individually, please complete the Form W-9. If your employer/institution should receive the funds, please ask them to complete and return the Form W-9.

Please return W-9 via [www.sendthisfile.com/ons](http://www.sendthisfile.com/ons) for a secure file transfer to [financeshared@ons.org](mailto:financeshared@ons.org).

Please note, we will not issue scholarship payments without a completed Form W-9 in our files. **Also note, checks will be mailed to the address on the Form W-9.**

You may feel free to call me at (412) 859-6264 with questions regarding the income tax consequences of your award or grant.

Sincerely,

Jeff DeWalt, CPA  
Chief Financial Officer