PaymentWorks New Vendor Registration Form

Help Guide for Payees and Suppliers

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Invitation to Register with Cornell

Cornell’s new vendor registration form is available by invitation only. You will receive two emails that require action. The first email is from invitations@paymentworks.com and it explains the registration process and requires that you click the embedded link to create a PaymentWorks account.

If you have previously completed this step to register as a vendor with another institution or business, then please click the login link (green circle) and follow the Connection Steps for Existing PaymentWorks Members on page 23.

Only basic contact information is needed to complete this account creation step, e.g., name, email address and password.

The second email is from PaymentWorks Support (support@paymentworks.com) and requires a response within 72 hours. Please click the embedded link to confirm your email address and begin the registration form.
Preview Cornell’s New Vendor Registration Form

To preview Cornell’s registration form to assist payees and vendors through the registration process, copy and paste the following link into your browser while you have an active PaymentWorks session open: https://www.paymentworks.com/new-vendor-setup/nvr/.

Remember: Based on the type of vendor (DV or PO) and how the vendor responds to certain registration fields (country of citizenship/organization and ownership type), some questions and fields may differ.

Tax Information
The required fields are marked with an * throughout the registration form.

Identify ownership type, country of citizenship, and type of taxpayer identification number. Identify taxpayer identification number as either Social Security Number (SSN), Employer Identification Number (EIN), Individual Taxpayer Identification Number (ITIN) or Foreign Taxpayer Identification Number.

Do not enter a Doing Business As (DBA) name in the Legal Name field. The Company Information section includes a field for business, trade, or DBA name.

Definitions:

- **TIN or Taxpayer Identification Number** – This field is required by PaymentWorks for all registrations. If you do not have a TIN, please contact PaymentWorks support for a substitute number.
- **SSN or Social Security Number** – A nine-digit number that the US Social Security Administration issues to US citizens, permanent residents, and temporary (working) residents.
- **ITIN or Individual Taxpayer Identification Number** – a US tax processing number the Internal Revenue Service issues to people who are required to have a US taxpayer identification number but who are not eligible to obtain a social security number.
- **EIN or Employer Identification Number** (or Federal Employer Identification Number) – a unique nine-digit number assigned by the Internal Revenue Service to businesses operating in the US.
- **Foreign Taxpayer Identification Number** – a taxpayer identification number that may be issued by a country other than the US to an individual, business, or any other entity. Both foreign individuals and entities that do not have a US taxpayer ID number should select this option.
PaymentWorks New Vendor Registration Form

US: Individual, Sole Proprietor, or Single-member LLC

<table>
<thead>
<tr>
<th>Tax Information</th>
<th></th>
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<tbody>
<tr>
<td>All fields marked with a red asterisk (*) are required fields.</td>
<td>All other fields are optional.</td>
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</table>

<table>
<thead>
<tr>
<th>For tax purposes, which best describes you? *</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Individual, Sole Proprietorship, or Single-member LLC</td>
</tr>
<tr>
<td>☐ Corporation or other complex business entity</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Country of Citizenship *</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Country of Incorporation if using EIN)</td>
</tr>
<tr>
<td>☐ United States</td>
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<table>
<thead>
<tr>
<th>Are you using an SSN or EIN? *</th>
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<tbody>
<tr>
<td>☐ SSN</td>
</tr>
<tr>
<td>☐ EIN</td>
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<table>
<thead>
<tr>
<th>Legal First Name *</th>
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<table>
<thead>
<tr>
<th>Legal Last Name *</th>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>SSN *</th>
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<tbody>
<tr>
<td>9 digits, no dashes or spaces</td>
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</table>

<table>
<thead>
<tr>
<th>Confirm SSN *</th>
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</table>
PaymentWorks New Vendor Registration Form

**Tax Information**
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

**For tax purposes, which best describes you?**
- Individual, Sole Proprietorship, or Single-member LLC
- Corporation or other complex business entity

**Country of Citizenship**
(Country of Incorporation if using EIN)
- United States

**Are you using an SSN or EIN?**
- SSN
- EIN

**Business Legal Name**
Legal Name is defined as your company’s official name that appears on government and legal forms and is tied to your company’s Tax Identification number.

**EIN**
9 digits, no dashes or spaces

**Confirm EIN**
PaymentWorks New Vendor Registration Form

For tax purposes, which best describes you? *
- Individual, Sole Proprietorship, or Single-member LLC
- Corporation or other complex business entity

Country of Incorporation or Organization *
[United States]

Business Legal Name *
Legal Name is defined as your company's official name that appears on government and legal forms and is tied to your company's Tax Identification number.

EIN *
9 digits, no dashes or spaces

Confirm EIN *

Tax Classification *
This can be found on section 3 of your W-9.

Choose One
- Corporation
- S Corporation
- Partnership
- Trust/Estate
- LLC taxed as C Corporation
- LLC taxed as S Corporation
- LLC taxed as Partnership
- Other
- No
US: Form W-9 Certifications

**Tax Information**
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

**Generate Electronic W-9**
When you use PaymentWorks, we will create an IRS form W-9 for you automatically, unless you opt out. Electronic W-9's are convenient for you and provide enhanced security for your information. You may wish to opt-out of electronic W-9 generation if you have any exemptions (Section 4) or specific signature requirements (see instructions on page 4 and 5 of the W-9).

- Yes
- No

**Form W-9 Certifications**
You have chosen to submit your Form W-9 electronically. Please confirm the following certifications:

- **Tax ID Type**
  - The Tax ID number shown on this form is my correct taxpayer identification number

- **Backup Withholding**
  - I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

- **Citizenship**
  - I am a U.S. citizen or other U.S. person

**Certification Instructions**
You must uncheck item 2 ("Backup Withholding") above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II on page 5 of the IRS form W-9.
PaymentWorks New Vendor Registration Form

US: Do not generate Electronic W-9. Upload a scanned version of your IRS Form W-9

Troubleshooting file uploads

When uploading documents, please check to make sure the document is in either a .PDF or an image format. Image formats include .PNG, .JPG, or .JPEG. If your documents are in one of these formats, or if you do not see a success message when clicking on the submit button, please try the options below.

- **Try downloading or saving your file again.** Sometimes the original files that were uploaded may be corrupt. In this case, try downloading the file again and/or save as a new file using the extensions .PDF or as an image format (.PNG, .JPG, or .JPEG) then try uploading them into the new vendor registration form again.

- **Try a different device or web browser.** The PaymentWorks platform works best while using a desktop or laptop computer. If you are experiencing issues with the vendor registration form while using mobile devices, such as an iPhone, Android phone, or an iPad, please try again using a desktop or laptop computer. PaymentWorks recommends that you use Google Chrome as your web browser. If the issue you face is still occurring when using Chrome, please try again using Mozilla Firefox or another web browser to see if your problem persists.

If you continue to experience problems, contact PaymentWorks Support.
PaymentWorks New Vendor Registration Form

Outside the US: Individual, Sole Proprietorship, or Single-member LLC
You will be asked to describe your ownership type, identify your country of citizenship, identify the type of taxpayer identification number, provide your legal name, taxpayer identification number, and attach an IRS Form W-8BEN.

The taxpayer identification number options are:

- Social Security Number – a 9-digit numerical identifier assigned to U.S. citizens and other residents by the United States Social Security Administration
- Individual Taxpayer Identification Number – issued by the United States Internal Revenue Service, this numerical identifier is used to help individuals comply with the U.S. tax laws, and to provide a means to efficiently process and account for tax returns and payments for those not eligible for Social Security numbers
- Foreign Tax Identification Number – may be issued by your country of citizenship/incorporation

If you do not have any taxpayer identification number, please contact PaymentWorks support for a substitute number. If you are a Cornell student, you may enter your student identification number as “CU############”.

Please ensure that the W-8BEN form that you upload is completed correctly. We will ensure that our financial system records correspond to your W-8BEN.
PaymentWorks New Vendor Registration Form

Tax Information

All fields marked with a red asterisk (*) are required.
All other fields are optional.

For tax purposes, which best describes you?*

- Individual, Sole Proprietorship, or Single-member LLC
- Corporation or other complex business entity

Country of Citizenship*

(Country of Incorporation if using EIN)

Canada

TIN Type*

Select One

Select One

Social Security Number (SSN)

Individual Taxpayer Identification Number (ITIN)

Foreign Tax ID

Legal Last Name*

This field is required

Tax Number*

8 to 20 characters

This field is required

Confirm Tax Number*

This field is required

W-8BEN*

An image or PDF file can be used here. A blank form can be found at this link:
W-8BEN

Choose File

No file chosen
PaymentWorks New Vendor Registration Form

Please enter the date your W-8 form was signed and your birth date in the fields highlighted below. Chapter 3 status code, Chapter 4 status code, and GIIN code do not apply to individuals.

Outside the US: Corporation or other complex business entity
You will be asked to describe your ownership type, identify your country of incorporation or organization, identify the type of taxpayer identification number, provide the business’ legal name, taxpayer identification number, and attach an IRS Form W-8BEN.

If you do not have a taxpayer identification number, please contact PaymentWorks support for a substitute number.

Please ensure that the W-8BEN form that you upload is completed correctly. We will ensure that our financial system records correspond to your W-8BEN.
PaymentWorks New Vendor Registration Form

From your W-8BEN-E form, please enter your Chapter 3 status code. Chapter 4 status code and GIIN numbers are optional; please enter if you have one.

Please also enter the date the W-8BEN-E form was signed.

General Information

Personal Information or Company Information
You must enter a properly formatted email address. If there are any questions or concerns during the registration process, we will use this email address to contact you.

All required fields are identified with a red asterisk (*).
PaymentWorks New Vendor Registration Form

Individual, Sole Proprietor, or Single-member LLC

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Full Name (or DBA)*</th>
</tr>
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<tbody>
<tr>
<td>All fields marked with a red asterisk (*) are required fields.</td>
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<tr>
<td>All other fields are optional.</td>
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<tr>
<th>Telephone Number*</th>
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<tr>
<th>Preferred Email*</th>
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| Website |

| Description of Goods or Services |

Corporation or other complex entity

<table>
<thead>
<tr>
<th>Company Information</th>
<th>Business Name or DBA*</th>
</tr>
</thead>
<tbody>
<tr>
<td>All fields marked with a red asterisk (*) are required fields.</td>
<td></td>
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<tr>
<td>All other fields are optional.</td>
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</table>

| Business Name or DBA is defined as the name your company uses to present itself to the public. This name may not necessarily be tied to your Tax Identification Number. |

<table>
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<th>Telephone Number*</th>
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<table>
<thead>
<tr>
<th>Preferred Email*</th>
</tr>
</thead>
</table>

| Website |

| Description of Goods or Services |
**Primary Address**
This is the address to which you want any tax-related information sent, e.g., Form 1099. It should correspond to the address used on your tax filings.

**Remittance Address**
This is the address where the payment should be mailed, if different from Primary Address.
PaymentWorks New Vendor Registration Form

If the remittance address is the same as Primary Address, remember to check the box so you will not have to re-enter the address.

Vendor Information Contact
This is the contact information for the person completing the vendor registration form. You must enter a properly formatted email address. It is typically the email address that was used to “Join” PaymentWorks.
Supplier Diversity
These questions are presented to US entities and purchase order vendors only.

Are You a Federally Certified Diverse Business? *
Choose One

Are you a New York State Certified Diverse Business? *
Choose One

If you respond yes to either or both questions, you will be asked to select the diversity classification(s) that apply.

The ability to upload a certificate is optional and is not required.
New York State Certifications:

The ability to upload a certificate is optional and is not required. However, we appreciate receiving New York State certifications.

Conflict of Interest

All vendor/payees are asked a Yes or No conflict-of-interest question. Please identify relationship(s) with a Cornell employee(s). Disclosing a conflict does not prevent Cornell from doing business with you; it ensures that we are aware and can take appropriate steps to manage any potential conflict.
PaymentWorks New Vendor Registration Form

Additional information is required for “Yes” responses only.

Conflic of Interest

Conflict of Interest: Cornell employee name *

Conflict of Interest: Cornell employee phone number *

Conflict of Interest: Your relationship to employee *

Payment Method

All vendor/payees are asked to select a preferred payment method.

Payment Method *

For direct deposit, please select ACH if your bank is in the United States, and Wire if your bank is located outside of the United States.

Choose One

* ACH
* Wire
* Check

Please note that domestic ACH payments are issued Monday – Friday and this is our preferred payment method. Check payments are issued once per week.

For domestic direct deposit payments (issued to U.S. banks), please select “ACH.” We typically do not issue domestic Wire payments.
Bank Account Information for ACH and Wire Payments
Please note that the Routing Number is required for U.S. banks only. Once a foreign bank address is entered, the requirement for Routing Number will be removed.

Please note that if you are requesting Wire payments, you will need to provide Wire instructions with your invoice or request for payment. Cornell’s financial system does not retain Wire instructions.

The validation file provided will be used to validate the account name, account number, and routing number. Preferred documentation includes a cancelled check or account statement.

PaymentWorks will independently contact your organization to verify payment method selection in an effort to reduce ACH and Wire fraud. Please respond to their confirmation inquiry to speed the approval of your registration.
You have the option to submit the form now or to save your work and return later to complete the registration process.

Once you submit the form, it will be reviewed by PaymentWorks before being sent to Cornell for registration processing. You will receive confirmation of your submission and will be notified by email once Cornell has completed the registration process.
Purchase Order Vendors Only

Purchase Order Address

Additional Information
All fields marked with a red asterisk (*) are required fields.
All other fields are optional.

PO Vendor
Is PO Address Country the United States, Canada, Australia, or Other? *
- US

State
State *
- Choose One

PO Address 1 *

PO Address 2

PO Address City *

PO Address Postal Code *

PO Attention

Method of PO Transmission *
- Choose One

Method of PO Transmission
The options to choose from are Email, Fax, or US Mail. When selecting Email, you must enter a properly formatted email address when selecting this option. Please note that email is the preferred method for PO transmission. For international orders, please select email or fax transmission methods only.
Additional Contacts
You have the option to provide additional contacts within your organization. Please note that the insurance contact should be the person within your organization that the procurement agent should contact if a certificate of insurance is required.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>Insurance Contact Name at Your Company</td>
<td></td>
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<tr>
<td>Insurance Contact Email Address</td>
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<tr>
<td>Insurance Contact Phone Number</td>
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<tr>
<td>Sales Contact Name</td>
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<tr>
<td>Sales Contact Email Address</td>
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<tr>
<td>Sales Contact Phone Number</td>
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<tr>
<td>Accounts Receivable Contact Name</td>
<td></td>
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<tr>
<td>Accounts Receivable Contact Email Address</td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable Contact Phone Number</td>
<td></td>
</tr>
</tbody>
</table>
Connection Steps for Existing PaymentWorks Members
Click the hyperlink in your invitation email. If you have previously joined PaymentWorks, then there is no need to join again. Simply, click the login link.

Locating Cornell’s New Vendor Registration Form
From your PaymentWorks account, your Cornell New Vendor Registration form is located in the “Connect” tab under the “Customer Registrations” section, as shown below. Click “Cornell” to access our registration form.

Please review and/or complete the required fields on the form. You must submit the form so that Cornell can view your information.
PaymentWorks New Vendor Registration Form

If you don’t see the form here, return to the Cornell registration invitation and follow the instructions in the email to register. Be sure to use the “click here to login” option to claim the invitation with your existing PaymentWorks account.

Updating Company Profile Information

Once you have submitted a New Vendor Registration form, your Company Profile will be created. At any time, you can login to PaymentWorks to update your business/personal information as needed. Updates made to your Company Profile will be reviewed and approved by Cornell before the changes are accepted by our financial system.

To review and/or update your registration information, click the Company Profile link in the top right corner of your screen.

You will be presented with the following tabs on the left menu bar: Marketing Information, Business Details, Tax Forms, Remittance Addresses, and Bank Accounts.

Marketing Information
You can update your corporate address, phone number, company website URL, business description, and logo by clicking the Edit button in the bottom right. Finalize your changes by clicking the Save button.
In addition, your IRS validation status is available in this section for your review. If you see green text stating “VALID”, your Legal Name and TIN combination was an accurate match with the IRS database. If you see red text stating “INVALID”, you will need to review your Legal Name and TIN combination to ensure it was properly entered. Upon saving a new Legal Name and TIN combination in this section, PaymentWorks will run a new IRS validation.

**Remittance Address**
You can update the remittance address or add new addresses from the Remittance Addresses tab. To view the address associated with your registration(s), click the Related Customers tab. To edit an address, select the pencil tab next to the address. You may also add additional addresses by selecting Create New Address.
PaymentWorks New Vendor Registration Form

Remittance Address
Pay to Mary Dev3 LLP, 78 S 74th Ct, Summit Argo, IL 60501
Unable to Validate Address

< Back to Remittance Addresses

Remittance Address
78 S 74th Ct, Summit Argo IL, 60501

Related Customers
Cornell (Dev)
Vendor # 114509
Site code 0
Create New Remittance Address

Tax Forms
If you update any Company Profile information that impacts the information on your W-9 form, PaymentWorks will automatically apply these changes to your electronic W-9 form and provide an updated version of the W-9 form to Cornell. (This feature only applies if you agreed to allow PaymentWorks to generate your electronic W-9 form when you completed the registration form.)

If you need to upload a new W-9 or W-8 form, click the Browse button and select the file you intend to upload. Then, click the Upload button to finalize the upload process. You can review the W-9 or W-8 form that is on file with Cornell by clicking the File on record link in this tab.
Bank Accounts
If you need to edit your banking information or change the remittance address associated with a bank account, from the Bank Accounts tab select the bank account you would like to change by clicking the pencil icon.
In the right sidebar, under the heading **Associated Remittance Addresses**, you will see all of your active remittance addresses. Clicking the checkbox next to an address will associate the bank account with that address. Remember to click the Save button.

**Adding a New Bank Account**
To add a new bank account, please follow the steps below:
1. From the Bank Accounts page, click Add Account.
2. Follow the prompts on each page to **Add Account Information**
3. Upload a **Bank Validation File** on page 3 (must be in a PDF, JPEG, or PNG format)
4. Your bank validation file may be an image or PDF file of a voided check or deposit slip, letter from bank on letterhead, or bank account statement with:
   a. Name of Bank and Address
   b. Name on Bank Account
   c. Full Account Number
   d. Routing Number (for US banks only)
   e. IBAN and SWIFT/ BIC code (for international banks)

Note: Once the bank address is entered, the routing number field will not be required for non-US bank addresses.

5. Select the correct Remittance Address to link to the bank account. Note: The new bank account will not be properly submitted until it is associated with the Remittance Address being used by Cornell.

6. Click Confirm

7. Review & click Save

PaymentWorks Validation of Bank Information

PaymentWorks conducts bank validation via a phone call. Their internal team may contact you to confirm your bank account details. You do need to call the PaymentWorks team back so to verify your bank details so that Cornell can process a payment to you.

If you get this call, please use the instructions left in the voice mail message you received to call the team back.

If you got this call but deleted the message, please contact PaymentWorks Support and ask them to have the internal team call you again.