Troubleshooting Guide for Payees and Suppliers

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PaymentWorks Vendor Registration Form

Invitation Process
The vendor/payee will receive two emails that require action on their part. The first email is from invitations@paymentworks.com. This email explains the registration process and requires that they use the embedded link to create a PaymentWorks account.

When they click the link, a browser will open. If the vendor/payee has previously registered with PaymentWorks, they can use the login link. Otherwise, they should click Join Now.
Only basic contact information is needed to complete this account creation step.
PaymentWorks Vendor Registration Form

After clicking Join Now, instructions are provided for the second email that is being sent.

The second email is from PaymentWorks Support and requires a response within 72 hours.

The vendor/payee must click the embedded link to confirm the new account email address.
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.

**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.
PaymentWorks Vendor Registration Form

Individual, Sole Proprietor, or Single-member LLC

With SSN (Social Security Number)
PaymentWorks Vendor Registration Form

With EIN (Employer Identification Number)

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 Vendor Registration Form

Select Corporation or other complex business entity with EIN (Employer Identification Number)

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 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
Form W-9 Certifications
This information is required by the IRS to qualify this form as a substitute W-9. The vendor has the option of unchecking the box for Backup Withholding, but it is for information only.

Generate Electronic W-9

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 3 of the IRS form W-9.
PaymentWorks Vendor Registration Form

Do not generate Electronic W-9; Upload a scanned version of your IRS Form W-9
PaymentWorks Vendor Registration Form

General Information

Personal Information or Company Information

You must enter a properly formatted email address. If you do not have an email address, please enter the email address of the Cornell representative from your registration invitation email.
Primary Address
This is the address to which tax-related information will be sent, including IRS Form 1099.

Remittance Address
This is the address where the payment should be mailed if different from Primary Address.
PaymentWorks 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.

Remittance Address

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

Same as Primary Address

Additional Information

Vendor Information Contact

This is the contact information for the person completing the vendor registration form. You must enter a properly formatted email address. If you do not have an email address, please enter the email address of the Cornell representative from your registration invitation email.
Supplier Diversity
These questions are presented to US entities only.

Are You a Federally Certified Diverse Business? *
Choose One

Are you a New York State Certified Diverse Business? *
Choose One
PaymentWorks Vendor Registration Form

<table>
<thead>
<tr>
<th>Additional Information</th>
<th>Are You a Federally Certified Diverse Business? *</th>
</tr>
</thead>
<tbody>
<tr>
<td>All fields marked with a red asterisk (*) are required fields.</td>
<td>Yes</td>
</tr>
<tr>
<td>All other fields are optional.</td>
<td></td>
</tr>
</tbody>
</table>

Federal Diversity Classifications - select as many as apply *

- [ ] 8(A) African American
- [ ] 8(A) Hispanic American
- [ ] 8(a) Native American (Includes Alaskan Natives and Native Hawaiians and Native Americans)
- [ ] 8(a) Asian Pacific American
- [ ] 8(a) Subcontinent Asian Americans
- [ ] Small Disadvantaged Business
- [ ] LGBTBE (LGBT-Owned Businesses)
- [ ] HUB Zone (Historically Under-Utilized Small Business)
- [ ] MBE (Minority Business Enterprise)
- [ ] SDB (Small Disadvantaged Business)
- [ ] SDVOSB (Service-Disabled Veteran-Owned Small Business)
- [ ] VOSB (Veteran-Owned Small Business)
- [ ] WBE (Woman Business Enterprise)
- [ ] WOSB (Women-Owned Small Business)
- [ ] Ability One
- [ ] Small Business

Upload Federal Diversity Certificate(s)

Choose File

No file chosen
New York State Certifications:

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

Are You a Federally Certified Diverse Business? *
- No

Are you a New York State Certified Diverse Business? *
- Yes

State Diversity Classifications - select as many as apply *
- MBE (Minority Business Enterprise)
- WBE (Women’s Business Enterprise)
- Disabled Veteran Owned Business

Upload NYS Diversity Certificate(s)
Choose File  No file chosen

Conflict of Interest
All vendor/payees are asked a Yes or No conflict-of-interest question.

Conflict of Interest *
Does any individual employed by Cornell University have a significant interest in your business?

Choose One
Yes
No

Additional information is required for “Yes” responses only.
PaymentWorks Vendor Registration Form

Conflict 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
PaymentWorks Vendor Registration Form

Bank Account Information for direct deposit payments

Banking Information
All fields marked with an asterisk (*) are required fields.
All other fields are optional.

Bank Name *

Name on Account *

Account Number *

Confirm Account Number *

Account Type *

Select Account Type

Routing Number *

SWIFT Code

Bank Validation File *
An image or PDF file can be used here containing one of the following:
- Letter on company letterhead
- Voided check
- Voided deposit slip
- Letter from your bank
- Copy of bank account statement

Choose File
No file chosen

Email Address for Payment Notifications *

Bank Authorization *
Customers using PaymentWorks and the financial institution named herein are authorized to automatically deposit money to my account

I Agree
The vendor has the option to submit the form now or to save their work and return later to complete the registration process.

Once the vendor has successfully submitted the form, the status on the Onboarding screen will be “Submitted.”

PaymentWorks must complete its validation processes before the Vendor Reviewer in Cornell’s Payment Services can review and approve the submission. Once Payment Services approves the form, the status will update to “Processed,” and when the KFS vendor number is issued the status will be “Complete Vendor #:”