# BSC Staff Troubleshooting Guide for Domestic Payees and Suppliers

## Table of Contents

- **Business Detail** ........................................................................................................... 2
- **Select EIN – Employer Identification Number** .......................................................... 3
- **Generate Electronic W-9** ............................................................................................ 3
- **Do not generate Electronic W-9; Upload a scanned version of your IRS Form W-9** .......... 3
- **Company Information** ................................................................................................ 4
- **Primary Address** ....................................................................................................... 4
- **Remittance Address** .................................................................................................. 5
- **Current Country of Tax Residency** ............................................................................ 6
- **Vendor Information Contact** ..................................................................................... 6
- **Supplier Diversity** ..................................................................................................... 7
- **Conflict of Interest** .................................................................................................... 8
- **Credit Card Payments** ............................................................................................... 9
- **Goods or Services** ..................................................................................................... 9
- **Bank Account Information for Automated Clearing House (ACH) Payments** .......... 11
- **Form W-9 Certifications** .......................................................................................... 12
PaymentWorks Vendor Registration Form

Business Detail
The required fields are marked with an * throughout the registration form.

View for a vendor/payee who is an individual, sole proprietor or single member LLC:

Identify taxpayer identification number as either Social Security Number (SSN) or Employer Identification Number (EIN).

**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.

Select SSN
PaymentWorks Vendor Registration Form

Select EIN – Employer Identification Number

Do you use an SSN or EIN?

<table>
<thead>
<tr>
<th>SSN</th>
<th>EIN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Your Legal Name
For tax purposes

EIN
9-digit number, no spaces or dashes

Confirm EIN
9-digit number, no spaces or dashes

Generate Electronic W-9

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-9s are convenient for you and provide enhanced security for your customers. 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).

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

Generate Electronic W-9:

Signed & Dated W-9:

An image or PDF file can be used here.
A blank form can be found at this link: W-9

Browse... No file selected.
PaymentWorks Vendor Registration Form

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.

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.
PaymentWorks Vendor Registration Form

Current Country of Tax Residency
This information is related to foreign vendors/payees only.
CAUTION: Cornell is not utilizing PaymentWorks registration for foreign vendors at this time. If you are foreign, please notify the person who sent you the registration invitation. Do not complete the form and submit it.

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

Are you a diverse business? Select either Yes or No.

Non-Diverse suppliers, select “No”.

Diverse Suppliers, select “Yes” and then identify all diversity types that apply. If none of these categories apply, select “Does not apply”.

Minority Status options include:

- Minority Owned Business
- New York State Certified Minority Business Enterprise (expiration date required)
- Woman Owned Business
- New York State Certified Woman Business enterprise (expiration date required)
- Disabled Veteran Owned Business
- New York State Certified Disabled Veteran Owned
- Not Applicable

New York State certifications require an expiration date, which may be up to three years in the future, but no earlier than tomorrow.
PaymentWorks Vendor Registration Form

Conflict of Interest
Please identify relationship(s) with a Cornell employee(s).

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

Credit Card Payments

Do you accept credit card payments? *

- Yes
- No

Goods or Services

Goods vs Services: *

What will you be providing to Cornell? *

- Choose One -
- Goods
- Services
- Goods with a service component

Goods:
Services or Goods with a Service Component: Please note that all displayed questions for Service Providers must be answered.

**Goods vs Services:**

What will you be providing to Cornell?: *
- Services

**Questions for Service Providers:**

Are you currently being paid through the payroll system at Cornell University?:
- Yes

Have you been an active employee paid through payroll or were you paid through the Student Employment Payroll at any time during the previous 12 months?:
- Yes

Will your services be provided using a separate legal entity (Corp., LLC, LLP, INC. etc.) that has its own FEIN, i.e. you are not a sole proprietor that does business with a Social Security Number:
- Yes

Will Cornell University be providing you with training or equipment to perform the service you will be providing?:
- Yes

Do your clients primarily learn of your services informally, e.g., word of mouth or recommendations by others, and you normally do not spend money to advertise services or for marketing?:
- Yes

Do you provide your service without a business liability insurance policy?:
- Yes
PaymentWorks Vendor Registration Form

Bank Account Information for Automated Clearing House (ACH) Payments

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.
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.

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