

PaymentWorks Vendor Registration Form

Troubleshooting Guide for Payees and Suppliers

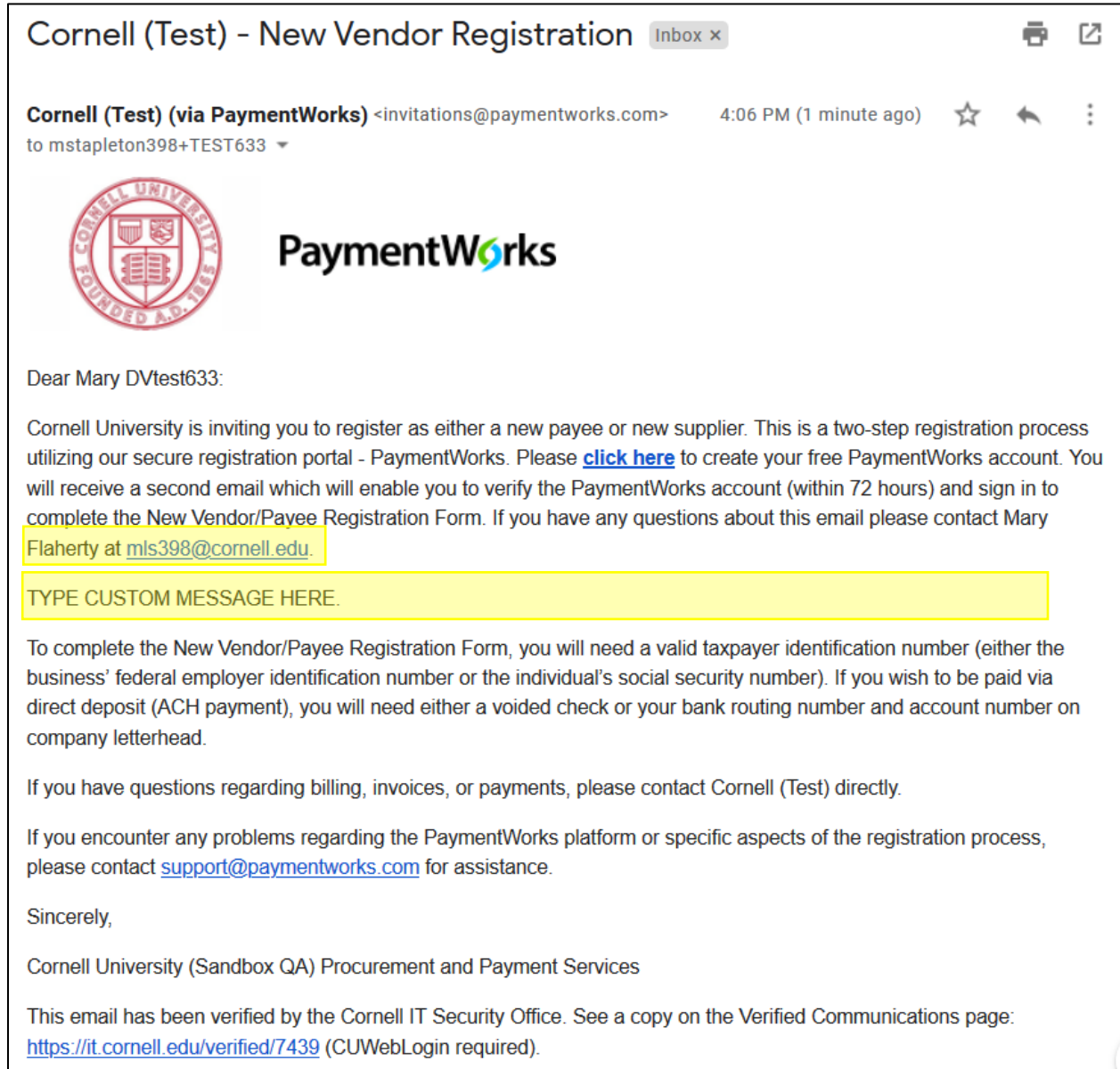
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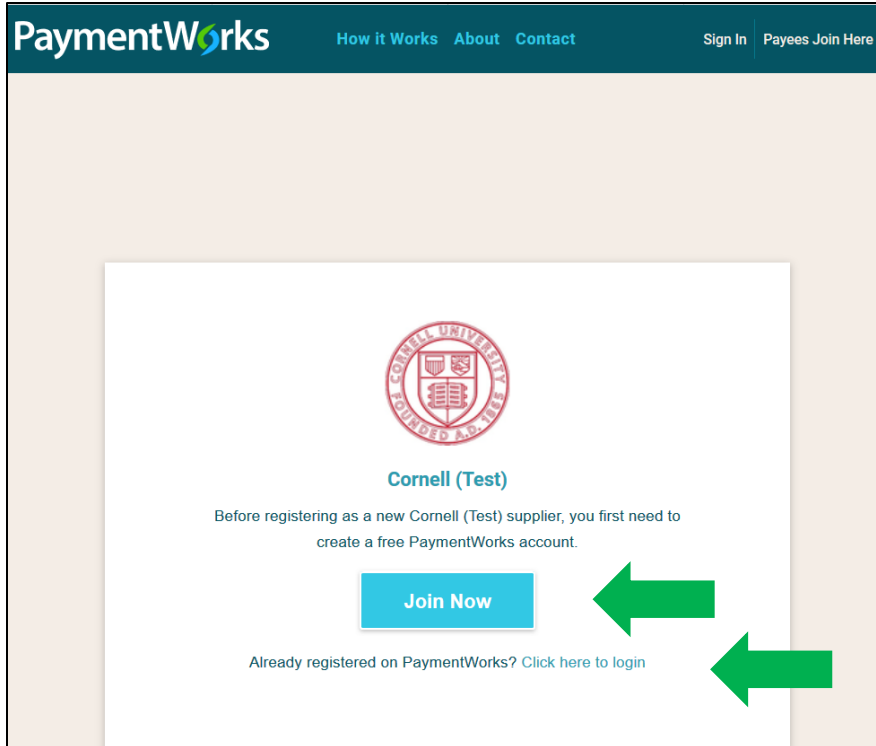
Invitation Process

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.

PaymentWorks Vendor Registration Form



Only basic contact information is needed to complete this account creation step.

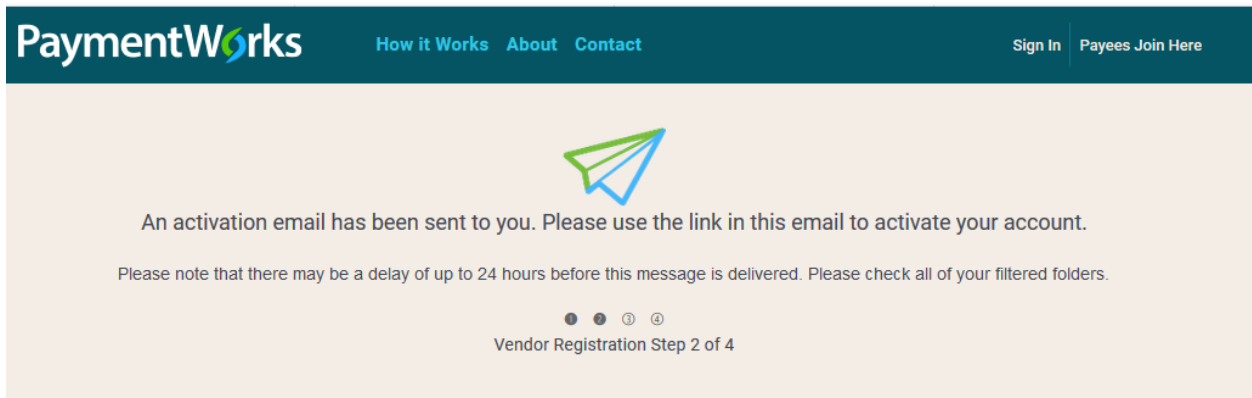
The screenshot shows the PaymentWorks website header with the logo and navigation links: 'How it Works', 'About', 'Contact', 'Sign In', and 'Payees Join Here'. The main content area displays the text 'Payees (Suppliers)' and 'Join PaymentWorks for Free'. Below this, there is a form with the following sections:

- Your Information**
 - Name: Mary
 - Email: Test633
 - Company Name / Doing Business As (optional):
 - Title:
 - Telephone: + Telephone
 - Primary Email: mstapleton398+TEST633@gmail.com
 - Secondary Email: mstapleton398+TEST633@gmail.com
- Create Password**
 - Password: [Redacted]
 - Confirm Password: [Redacted]

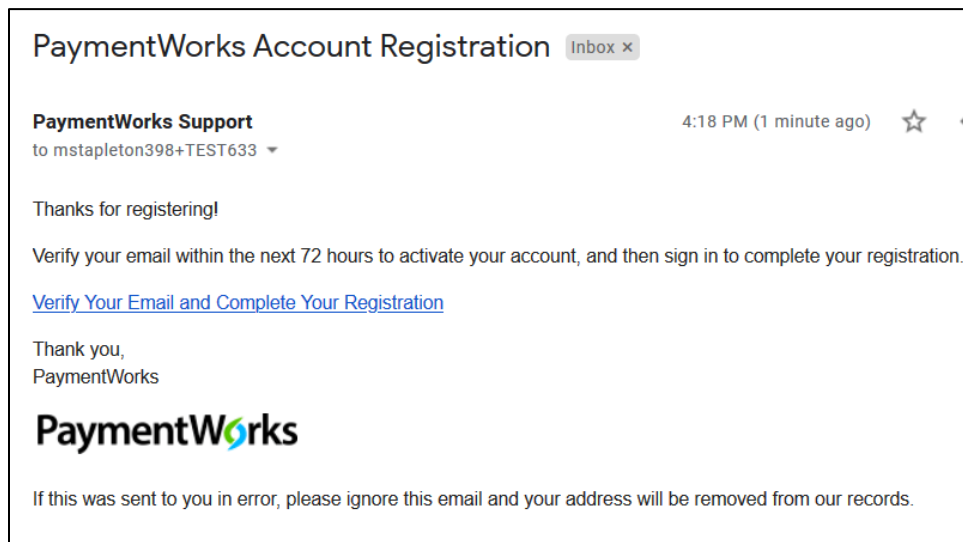
At the bottom of the form, there is a checkbox labeled 'I agree to the Terms of Service' and a blue 'Join Now' button. Below the button, there are four small circles, with the first one filled, indicating the current step in a four-step process. At the very bottom, it says 'Vendor Registration Step 1 of 4'.

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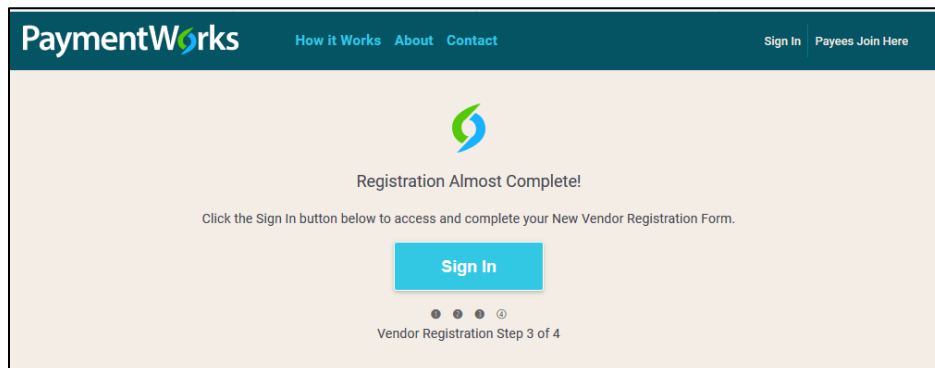
After clicking Join Now, instructions are provided for the second email that is being sent.



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.



PaymentWorks Vendor Registration Form

PaymentWorks [How it Works](#) [About](#) [Contact](#) [Sign In](#) [Payees Join Here](#)

Sign In

mstapleton398+TEST633@gmail.com

.....

[Sign In](#)

[Forgot password?](#)
[Join PaymentWorks](#)

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)

<p>Tax Information</p> <p>All fields marked with a red asterisk (*) are required fields.</p> <p>All other fields are optional.</p>	<p>For tax purposes, which best describes you?*</p> <p><input checked="" type="radio"/> Individual, Sole Proprietorship, or Single-member LLC</p> <p><input type="radio"/> Corporation or other complex business entity</p> <p>Country of Citizenship*</p> <p>(Country of Incorporation if using EIN)</p> <p>United States ▼</p> <p>Are you using an SSN or EIN?*</p> <p><input checked="" type="radio"/> SSN</p> <p><input type="radio"/> EIN</p> <p>Legal First Name*</p> <input type="text"/>
	<p>Legal Last Name*</p> <input type="text"/>
	<p>SSN*</p> <p>9 digits, no dashes or spaces</p> <input type="text"/>
	<p>Confirm SSN*</p> <input type="text"/>

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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

- Choose One
- C Corporation
- S Corporation
- Partnership
- Trust/Estate
- LLC taxed as C Corporation
- LLC taxed as S Corporation
- LLC taxed as Partnership
- Other

No

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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

<p>Tax Information</p> <p>All fields marked with a red asterisk (*) are required fields.</p> <p>All other fields are optional.</p>	<p>Generate Electronic W-9*</p> <p>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).</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Form W-9 Certifications</p> <p>You have chosen to submit your Form W-9 electronically. Please confirm the following certifications:</p> <p>Tax ID Type</p> <p><input checked="" type="checkbox"/> The Tax ID number shown on this form is my correct taxpayer identification number</p> <p>Backup Withholding</p> <p><input checked="" type="checkbox"/> 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.</p> <p>Citizenship</p> <p><input checked="" type="checkbox"/> I am a U.S. citizen or other U.S. person</p> <p>Certification Instructions</p> <p>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</p>
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Do not generate Electronic W-9; Upload a scanned version of your IRS Form W-9


<p>Tax Information</p> <p>All fields marked with a red asterisk (*) are required fields.</p> <p>All other fields are optional.</p>	<p>Confirm EIN</p> <input type="text"/>
	<p>Generate Electronic W-9 *</p> <p>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).</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>
	<p>W-9 *</p> <p>An image or PDF file can be used here. A blank form can be found at this link: W-9</p> <p><input type="button" value="Choose File"/> No file chosen</p>


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.

Personal Information <small>All fields marked with a red asterisk (*) are required fields. All other fields are optional.</small>	Full Name (or DBA) * <input type="text"/>
	Telephone Number * <input type="text"/>  <input type="text"/> ext. <input type="text"/>
	Preferred Email * <input type="text"/>
	Website <input type="text"/>
	Description of Goods or Services <input type="text"/>

Company Information <small>All fields marked with a red asterisk (*) are required fields. All other fields are optional.</small>	Business Name or DBA * <small>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.</small> <input type="text"/>
	Telephone Number * <input type="text"/>  <input type="text"/> ext. <input type="text"/>
	Preferred Email * <input type="text"/>
	Website <input type="text"/>
	Description of Goods or Services <input type="text"/>

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Primary Address

This is the address to which tax-related information will be sent, including IRS Form 1099.

Primary Address <small>All fields marked with a red asterisk (*) are required fields. All other fields are optional.</small>	Country* <input type="text" value="United States"/>
	Street 1* <input type="text"/>
	Street 2 <input type="text"/>
	City* <input type="text"/>
	State* <input type="text" value="Select a State"/>
	Zip / Postal Code* <input type="text"/>

Remittance Address

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


Remittance Address <small>All fields marked with a red asterisk (*) are required fields. All other fields are optional.</small>	<input type="checkbox"/> Same as Primary Address
	Country* <input type="text" value="United States"/>
	Street 1* <input type="text"/>
	Street 2 <input type="text"/>
	City* <input type="text"/>
	State* <input type="text" value="Select a State"/>
	Zip / Postal Code* <input type="text"/>

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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.

<p>Remittance Address</p> <p>All fields marked with a red asterisk (*) are required fields.</p> <p>All other fields are optional.</p>	<input checked="" type="checkbox"/> Same as Primary Address
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Additional Information

<p>Additional Information</p> <p>All fields marked with a red asterisk (*) are required fields.</p> <p>All other fields are optional.</p>	<p>Supplier Category*</p> <p>Choose One </p> <p>Choose One</p> <p>US Individual</p> <p>US Entity</p> <p>Foreign Individual</p> <p>Foreign Entity</p>
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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.

PaymentWorks Vendor Registration Form

<p>Additional Information</p> <p>All fields marked with a red asterisk (*) are required fields.</p> <p>All other fields are optional.</p>	<p>Supplier Category*</p> <p>US Individual </p> <p>Vendor information contact name*</p> <p>Name of the person completing this registration</p> <input data-bbox="841 478 1406 548" type="text"/> <p>Vendor information email address*</p> <p>Email of the person completing this registration</p> <input data-bbox="841 680 1406 749" type="text"/> <p>Vendor information phone number*</p> <p>Phone number of the person completing this registration</p> <p> _____ ext. _____</p>
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Supplier Diversity

These questions are presented to US entities only.

<p>Are You a Federally Certified Diverse Business?*</p> <p>Choose One </p> <p>Are you a New York State Certified Diverse Business?*</p> <p>Choose One </p>
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Additional Information

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

All other fields are optional.

Are You a Federally Certified Diverse Business?*

Yes

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

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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 (Womens 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

Choose One

Yes

No


Additional information is required for "Yes" responses only.

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Conflict of Interest

Conflict of Interest: Cornell employee name *

Conflict of Interest: Cornell employee phone number *

 ext.

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

Choose One

ACH

Wire

Check

PaymentWorks Vendor Registration Form

Bank Account Information for direct deposit payments

Banking Information <small>All fields marked with a red asterisk (*) are required fields. All other fields are optional.</small>	Bank Name* <input type="text"/>
	Name on Account* <input type="text"/>
	Account Number* <input type="text"/>
	Confirm Account Number* <input type="text"/>
	Account Type* <input type="text" value="Select Account Type"/>
	Routing Number* <input type="text"/>
	SWIFT Code <input type="text"/>
	Bank Validation File* <small>An image or PDF file can be used here containing one of the following:</small> <ul style="list-style-type: none">▪ Letter on company letterhead▪ Voided check▪ Voided deposit slip▪ Letter from your bank▪ Copy of a bank account statement <input type="button" value="Choose File"/> No file chosen
	Email Address for Payment Notifications* <input type="text"/>
	Bank Authorization* <small>Customers using PaymentWorks and the financial institution named herein are authorized to automatically deposit monies to my account</small> <input type="checkbox"/> I Agree

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Bank Address

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

Country*

United States
▼

Street 1*

Street 2

City*

State*

Select a State
▼

Zip / Postal Code*

8/2021, 4:58:33 PM

Save And Exit

Submit

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.”

INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
Clicked	Email Validated	Submitted	<div style="width: 100%; height: 10px; background-color: #ccc; position: relative;"> <div style="background-color: #00b050; width: 75%; position: absolute; top: -2px;"></div> </div>
Clicked	Email Validated	Submitted	<div style="width: 100%; height: 10px; background-color: #ccc; position: relative;"> <div style="background-color: #00b050; width: 75%; position: absolute; top: -2px;"></div> </div>

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 #:”