Registration Process in PaymentWorks
For Individuals

International Payees and Suppliers
To begin the registration process, click on the link in the invitation email.

Dear Mary TEST900:

Cornell University is inviting you to register as either a new payee or new supplier. This is a two-step registration process utilizing our secure registration portal - PaymentWorks. Please click here to create your free PaymentWorks account. You will receive a second email which will enable you to verify the PaymentWorks account (within 72 hours) and sign in to complete the New Vendor/Payee Registration Form. If you have any questions about this email please contact Mary Stapleton at mstapleton398+DEV@gmail.com.

TEST To receive your honorarium, please follow the instructions above to complete the payee registration process. Thank you for your participation. Cornell Reference edoc #

To complete the New Vendor/Payee Registration Form, you will need a valid taxpayer identification number (either the business’ federal employer identification number or the individual’s social security number). If you wish to be paid via direct deposit (ACH payment), you will need either a voided check or your bank routing number and account number on company letterhead.

If you have questions regarding billing, invoices, or payments, please contact Cornell (Dev) directly.

If you encounter any problems regarding the PaymentWorks platform or specific aspects of the registration process, please review the help documentation or contact Support here.

Sincerely,

Cornell University (Sandbox Dev) Procurement and Payment Services
You will be asked to create an account with PaymentWorks by **clicking “Join Now”**. If you already have a PaymentWorks account, use the login link to be directed to the Cornell University registration form.

Note: Please use the email address the invitation was sent to when creating your account.
Once you create your PaymentWorks account, you will receive an email from do-not-reply@paymentworks.com requesting that you verify your account and email address within 72 hours and complete the Cornell University registration form.
After signing in to PaymentWorks, you will be directed to the Cornell University registration form. The required fields are identified with a red asterisk (*).

The form has four sections:
1. Tax information and legal name
2. Personal contact information
3. Primary address
4. Additional information, including payment method preference.
If you do not have an individual taxpayer identification number, please either:

- Enter your “last name first name” to meet the character requirements on the PaymentWorks form, or
- You may choose to request a PaymentWorks registration number to meet the form requirement.

Cornell will ensure that our records match the information entered on your attached W-8BEN (or W-9) form.
This information will help you determine which form to complete and attach.

W-8BEN or W-9*

If you are not a U.S. citizen and you are not a resident alien: upload a completed PDF or image of the W-8BEN form.

If you are not a U.S. citizen and you are a resident alien: upload a completed PDF or image of the W-9 form.

Blank forms can be found at these links:

W-8BEN  W-9

Attach the completed, signed, and saved form here.
The fields that are typically completed are highlighted.

Please note that item 5 may not apply and that either item 6a or 6b should be completed.
Please enter your full name, phone number, and email address.

Alternatively, you may enter your “doing business as” name if you wish to have the payment issued to your business.

Note: Honoraria and guest lecturer payments are issued to individuals only.
Enter your primary address as it appears on your tax forms.

Enter your remittance or payment address. If the same as your primary address, click the check box.

Purchase order suppliers only will be asked to provide both a mailing and email address for purchase orders.
If you are a not US citizen or resident alien, please select foreign individual.

Please select how you want to be paid: check, US direct deposit (ACH), or international wire transfer. If you select ACH, you will be prompted to enter your bank account details and upload bank documentation.
Click on the Submit button. If you receive an error for missing information, please scroll through the form to ensure all required fields are completed. The error will be identified with red text.
Select Help from the tool bar.

Select Contact Support to create a Service ticket.