SUMMARY

This document is used to provide examples and guidance for some of the questions that foreign entities will see as they progress through the registration process.

This captures most of the required questions, indicated on the form by a *

There may be additional questions that appear based on the selections made.

Please contact your Finance Center for clarification, or access the PaymentWorks Help site to review their resources and ask specific questions

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PaymentWorks New Vendor Registration Form – Foreign Entities

As a foreign entity, you would select Individual, choose your Country of Citizenship, and select TIN type.

If you have both ITIN and a Foreign Tax ID, please enter the ITIN into the form.

Business Legal Name and Tax Number are required fields.

If your country does not have a Foreign Tax ID, please work with PW Support to get a temporary ID.

You must upload a completed W-8BEN-E form, and provide your DUNS number if it’s applicable.
PaymentWorks New Vendor Registration Form – Foreign Entities

Enter your Business Name or Doing Business as Name – this is what your selected payment will be made out to.

Please select the country and enter your phone number. If you encounter issues, PW Support will need to advise.

**Company Information**

Business Name or DBA

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.

**Telephone Number**

extension

**Preferred Email**

**Website**

**Description of Goods or Services**
PaymentWorks New Vendor Registration Form – Foreign Entities

This is the address you want any tax-related information sent, e.g., Form 1042S. It should correspond to the address used on your tax filings.

Foreign addresses may have different formats and structures. Please do your best to provide the information using the fields provided.

If your country does not have a zip code, please enter “00000”.

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

Country*
United Kingdom

Street 1*

Street 2

City*

State / Province / Region*

Zip / Postal Code*
PaymentWorks New Vendor Registration Form – Foreign Entities

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

If the same, please select “Same as Primary Address” box.

Foreign addresses may have different formats and structures. Please do your best to provide the information using the fields provided.

If your country does not have a zip code, please enter “00000”.

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

- Country

- Street 1

- City

- State / Province / Region

- Zip / Postal Code
Foreign entities should select the **Foreign Entity** Supplier Category option.
Foreign entities will need to select their Payment Method. We encourage electronic payment options:

If you have a **domestic bank account**, ACH should be selected.

If you have a **foreign bank account**, wire should be selected.

If the intermediary bank is US-based, please enter the ROUTING NUMBER in the SWIFT Code field.
Banking information will need to be provided.

If you are using a Transit number, enter that into Routing number

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank Name</strong></td>
<td>Required field for the bank name.</td>
</tr>
<tr>
<td><strong>Name on Account</strong></td>
<td>Required field for the account holder's name.</td>
</tr>
<tr>
<td><strong>Account Number</strong></td>
<td>Required field for the account number.</td>
</tr>
<tr>
<td><strong>Confirm Account Number</strong></td>
<td>Required field to confirm the account number.</td>
</tr>
<tr>
<td><strong>Account Type</strong></td>
<td>Required field to select the account type. Select from the drop-down menu.</td>
</tr>
<tr>
<td><strong>Routing Number</strong></td>
<td>Required field for the routing number.</td>
</tr>
<tr>
<td><strong>SWIFT Code</strong></td>
<td>Optional field for the SWIFT code.</td>
</tr>
<tr>
<td><strong>Bank Validation File</strong></td>
<td>Optional field to upload a validation file. Contains one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Letter on company letterhead</td>
</tr>
<tr>
<td></td>
<td>• Voided check</td>
</tr>
<tr>
<td></td>
<td>• Voided deposit slip</td>
</tr>
<tr>
<td></td>
<td>• Letter from your bank</td>
</tr>
<tr>
<td></td>
<td>• Copy of a bank account statement</td>
</tr>
</tbody>
</table>
Bank address information will need to be provided.

PaymentWorks New Vendor Registration Form – Foreign Entities

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

Country
- United Kingdom

Street 1

Street 2

City

State / Province / Region

Zip / Postal Code