PaymentWorks New Vendor Registration Form – Foreign Entities

Help Guide for Payees and Suppliers

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

Additionally, as a foreign vendor you may be requested to complete a separate registration in our Sprintax Tax Software, if you have taxable payments for services within the US.

If you meet those criteria, registering ahead of time is encouraged and you can begin the process by sending an email to Dartmouth’s Accounts Payable team: accounts.payable@dartmouth.edu.

Table of Contents – Screens you will see

Tax Information / Entity type .................................................................................................................................................................................. 2
Personal Information .......................................................................................................................................................................................................................... 3
Primary Address .......................................................................................................................................................................................................................... 4
Remittance Address .......................................................................................................................................................................................................................... 5
Additional Information / Supplier Category ........................................................................................................................................................................... 6
Payment Information .......................................................................................................................................................................................................................... 7
Banking Information .......................................................................................................................................................................................................................... 8
Bank Address .......................................................................................................................................................................................................................... 9
As a foreign entity, you would select Corporation, choose your Country of Citizenship, and select the correct TIN (Tax Identification Number) type.

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.

If you have both an Individual Taxpayer Identification Number (ITIN) AND a Foreign Tax ID, please select ITIN and enter that into the form.

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 such as your country not being listed or your phone number not fitting into the format provided, please contact PW Support for advice.

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<tr>
<th>Company Information</th>
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<tr>
<td>All fields marked with a red asterisk (*) are required fields.</td>
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<td>All other fields are optional.</td>
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<th>Business Name or DBA</th>
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<td>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.</td>
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<th>Telephone Number</th>
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<th>Description of Goods or Services</th>
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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”.

This is the address where the payment should be mailed, if different than the Primary Address.
PaymentWorks New Vendor Registration Form – Foreign Entities

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”.

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.

SUA is not to be used for foreign entities.

If the intermediary bank is US-based, please enter the ROUTING NUMBER in the SWIFT Code field.
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