

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

PaymentWorks New Vendor Registration Form – Foreign Entities

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.

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 Kingdom

TIN Type*

Individual Taxpayer Identification Number (ITIN)

Select One

Individual Taxpayer Identification Number (ITIN)

Foreign Tax ID

company's Tax Identification number.

Tax Number*

8 to 20 characters

Confirm Tax Number*

W-8BEN-E

An image or PDF file can be used here. A blank form can be found at this link: [W-8BEN-E](#)

Choose File No file chosen

DUNS

if 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.

<p>Company Information</p> <p>All fields marked with a red asterisk (*) are required fields.</p> <p>All other fields are optional.</p>	<p>Business Name or DBA*</p> <p>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.</p> <input data-bbox="784 577 1364 646" type="text"/> <p>Telephone Number*</p> <table border="1" data-bbox="784 730 1364 814"><tr><td><input data-bbox="808 751 857 793" type="text"/></td><td><input data-bbox="857 751 1218 793" type="text"/></td><td>ext. <input data-bbox="1218 751 1347 793" type="text"/></td></tr><tr><td>S</td><td></td><td></td></tr></table> <p>Preferred Email*</p> <input data-bbox="784 882 1364 951" type="text"/> <p>Website</p> <input data-bbox="784 1035 1364 1104" type="text"/> <p>Description of Goods or Services</p> <div data-bbox="784 1188 1364 1398"><input type="text"/></div>	<input data-bbox="808 751 857 793" type="text"/>	<input data-bbox="857 751 1218 793" type="text"/>	ext. <input data-bbox="1218 751 1347 793" type="text"/>	S		
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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”.

Primary Address

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

Country*
United Kingdom

Street 1*
This field is required

Street 2

City*
This field is required

State / Province / Region*
This field is required

Zip / Postal Code*
This field is required

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”.

Remittance Address

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

Same as Primary Address

Country*
United Kingdom

Street 1*
This field is required

Street 2

City*
This field is required

State / Province / Region*
This field is required

Zip / Postal Code*
This field is required

Foreign entities should select the **Foreign Entity** Supplier Category option.

PaymentWorks New Vendor Registration Form – Foreign Entities

Additional Information

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

All other fields are optional.

Supplier Category*

Foreign Entity

Choose One

- US Individual
- Foreign Individual
- US Entity
- Foreign Entity

Please review the College Purchasing Terms and Conditions*

Link to Purchasing Terms & Conditions:

<https://policies.dartmouth.edu/policy/standard-terms-and-conditions-purchase>

I have read the purchasing terms and conditions as outlined above.

Purchase Information

Purchase delivery preference. (Email is the preferred delivery method)*

Email

Please provide your email address for purchase delivery*

Foreign entities will need to select their Payment Method. We encourage electronic payment options:

PaymentWorks New Vendor Registration Form – Foreign Entities

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 o be used for foreign entities.

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

<h3>Additional Information</h3> <p>All fields marked with a red asterisk (*) are required fields.</p> <p>All other fields are optional.</p>	<h3>Payment Information</h3> <h4>Payment Method for Non-US Vendors*</h4> <p>Payment Terms for each Payment Method are listed below:</p> <p>Single Use Account (SUA) (Pay Upon Receipt) - A SUA (Single Use Account) is a payment method that acts similar to a credit card, with associated merchant fees.</p> <p>ACH (Net 45) - An ACH payment is a type of electronic bank-to-bank payment, similar to direct deposit. It is only available for payments being made to US Banks.</p> <p>Check (Net 90)</p> <p>Wire (Pay Upon Receipt) - A Wire payment is an electronic bank-to-bank payment, similar to direct deposit. It is only available for payments being made to foreign banks.</p> <div data-bbox="792 940 1377 1247"><p>Wire</p><p>Choose One</p><p>Single Use Account (SUA)</p><p>ACH</p><p>Check</p><p>Wire</p></div> <h4>Intermediary Bank Details</h4> <p>Please submit your Intermediary Bank details if applicable</p> <p>Intermediary Bank Name</p> <input data-bbox="792 1423 1377 1495" type="text"/> <p>Intermediary Bank Account Number</p> <input data-bbox="792 1579 1377 1650" type="text"/> <p>Intermediary Bank SWIFT Code</p> <input data-bbox="792 1734 1377 1806" type="text"/>
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Banking information will need to be provided.

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

PaymentWorks New Vendor Registration Form – Foreign Entities

Banking Information

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

All other fields are optional.

Bank Name *

Name on Account *

Account Number *

Confirm Account Number *

Account Type *

 ▼

Routing Number *

SWIFT Code

Bank Validation File *

An image or PDF file can be used here containing one of the following:

- Letter on company letterhead
- Voided check
- Voided deposit slip
- Letter from your bank
- Copy of a bank account statement

Choose File

No file chosen

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*

Street 1*

Street 2

City*

State / Province / Region*

Zip / Postal Code*