SUMMARY

This document is used to provide examples and guidance for some of the questions that foreign individuals 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 Individuals

As a foreign individual, select Individual, choose your Country of Citizenship, and select the correct TIN type.

Please note that your Country of Citizenship = Country of Residence for tax purposes.

If you have both SSN/ITIN and a Foreign Tax ID, select the SSN/ITIN type.

Legal First and Last name are required fields, as well as the Tax Number.

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

You must upload a completed W-8BEN form or W-9 form based on your status. Links to blank forms are available.
PaymentWorks New Vendor Registration Form – Foreign Individuals

Enter your Full 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.

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

Your Full Name or DBA (doing business as) Business Name *

Enter your full name, or your business name as you would like it to appear on a check or other form of payment made out to you.

Telephone Number *

[1] - ___________ ext. ______

Preferred Email *

Website

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

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

This field is required

This field is required

This field is required

This field is required
PaymentWorks New Vendor Registration Form – Foreign Individuals

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.

☐ Same as Primary Address

Country *

United Kingdom

Street 1 *

Street 2

City *

State / Province / Region *

Zip / Postal Code *

⚠️ This field is required
Foreign individuals should select the **Foreign Individual** Supplier Category option.

Additional Information

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

All other fields are optional.

Supplier Category

- Foreign Individual
- Choose One
- US Individual
- Foreign Individual
- US Entity
- Foreign Entity

Please review the College Purchasing Terms and 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 Individuals are required to answer if they are performing services in the US.

Foreign Individual Tax Information

Will you be performing services in the US?

Yes

Visa Type

Purpose of visit

Arrival date in US

MM/DD/YYYY

Planned departure date

MM/DD/YYYY

Start date of Visa status

MM/DD/YYYY

Visa Document

Choose File

Visa Document Expiration Date

MM/DD/YYYY

Never Expires
Foreign individuals 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 a credit card-type transaction and is unlikely to be used for foreign individuals.

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

Banking Information

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name*</td>
<td></td>
</tr>
<tr>
<td>Name on Account*</td>
<td></td>
</tr>
<tr>
<td>Account Number*</td>
<td></td>
</tr>
<tr>
<td>Confirm Account Number*</td>
<td></td>
</tr>
<tr>
<td>Account Type*</td>
<td></td>
</tr>
<tr>
<td>Routing Number*</td>
<td></td>
</tr>
<tr>
<td>SWIFT Code</td>
<td></td>
</tr>
</tbody>
</table>

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
PaymentWorks New Vendor Registration Form – Foreign Individuals

Bank address information will need to be provided.

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*