New Vendor Registration
Foreign Entity, Organization, or Business

1. Click the link in the email from PaymentWorks. If you do not see the email, please check your spam or junk folders or reach out to your payment requester to resend the invite.

2. Click the "Join Now" button to start the process.

If you are already registered with a different email address, please click “Click here to login,” update any old information, and notify the sender that you already have an account.
3. Fill out the first step of the application and click “Join Now.”

**NOTE:** Please use the same email address the application was initially sent to.

4. After submitting part one, you will receive an activation email at the email address you provided on the previous screen.
5. Click the link in the activation email to validate your email and be routed to the application.

6. Click “Sign In” to continue the process.
7. Use the information you entered previously to log in.

8. Go through the application as follows:

Click "Next" to continue.
9. As a foreign entity, organization, or business, select the second option “Corporation or other complex business entity.”

10. Select the Country of incorporation or organization (where the organization is located / pays taxes).

11. Next, select “Foreign Tax ID” as TIN type.

*NOTE: In the rare case that you do not have a TIN type, please contact PaymentWorks Support at https://community.paymentworks.com/payees/ by clicking the “Contact Support” button in the top right corner and requesting a “Placeholder Tax ID.”*

12. Complete the identifying portion of the form.

13. Next, provide your tax ID (or placeholder ID).
14. Next, complete a W-8BEN-E (for foreign entity).

If you have a valid W-8BEN-E, click “Choose File” to upload an existing W-8BEN-E. Note: W-8BEN-E forms expire three years after they are signed.

If you do not have a W-8BEN-E, click the “W-8BEN-E” link to download a fillable form. Please follow the guidelines below to complete a W-8BEN-E form.

14.1 When completing the W8-BEN-E, please fill out at LEAST the following fields highlighted in yellow. Fields in blue boxes are optional if they apply to your organization. The form has a total of 8 pages. You will complete pages 1, 2 (if applicable), and 8.
Part I  Identification of Beneficial Owner (continued)

6  U.S. taxpayer identification number (TIN), if required

8a  GIIN  b  Foreign TIN  c  Check if FTIN not legally required:  

10  Reference number(s) (see instructions)

Note: Please complete remainder of the form including signing the form in Part XXX.

Part II  Disregarded Entity or Branch Receiving Payment. (Complete only if a disregarded entity with a GIIN or a branch of an FFI in a country other than the FFI’s country of residence. See instructions.)

11  Chapter 4 Status (FATCA status) of disregarded entity or branch receiving payment
   [ ] Branch treated as nonparticipating FFI  [ ] Reporting Model 1 FFI  [ ] U.S. Branch
   [ ] Participating FFI  [ ] Reporting Model 2 FFI

12  Address of disregarded entity or branch (street, apt., or suite no., or rural route). Do not use a P.O. box or in-care-of address (other than a registered address):

   City or town, state or province. Include postal code where appropriate.

   Country

13  GIIN (if any)

Part III  Claim of Tax Treaty Benefits (if applicable). (For chapter 3 purposes only.)

14  I certify that (check all that apply):
   a  The beneficial owner is a resident of the United States and that country.
   b  The beneficial owner derives the item (or items) of income for which the treaty benefits are claimed, and, if applicable, meets the requirements of the treaty provision dealing with limitation on benefits. The following are types of limitation on benefits provisions that may be included in an applicable tax treaty (check only one; see instructions):
      [ ] Government
      [ ] Tax-exempt pension trust or pension fund
      [ ] Other tax-exempt organization
      [ ] Exempted organization
      [ ] Subsidiary of a publicly traded corporation
      [ ] Other specified Article and paragraph;
   c  The beneficial owner is claiming treaty benefits for U.S. source dividends received from a foreign corporation or interest from a U.S. trade or business of a foreign corporation and meets qualified resident status (see instructions).

15  Special rates and conditions (if applicable—see instructions):
   The beneficial owner is claiming the provisions of Article and paragraph of the treaty identified on line 14a above to claim a [ ]% rate of withholding (specify type of income):
   Explain the additional conditions in the Article the beneficial owner meets to be eligible for the rate of withholding:

Part IV  Sponsored FFI

16  Name of sponsoring entity:

17  Check whichever box applies.
   [ ] I certify that the entity identified in Part I:
      [ ] Is an investment entity;
      [ ] Is not a QI, WP (except to the extent permitted in the withholding foreign partnership agreement), or WT and
   [ ] I certify that the entity identified in Part I:
      [ ] Is a controlled foreign corporation as defined in section 957(a);
      [ ] Is not a QI, WP, or WT;
      [ ] Is wholly owned, directly or indirectly, by the U.S. financial institution identified above that agrees to act as the sponsoring entity for this entity and
      [ ] Shares a common electronic account system with the sponsoring entity (identified above) that enables the sponsoring entity to identify all account holders and payees of the entity and to access all account and customer information maintained by the entity including, but not limited to, customer identification information, customer documentation, account balance, and all payments made to account holders or payees.
Part XXVII  Excepted Inter-Affiliate FFI
41  □ I certify that the entity identified in Part I:
   • Is a member of an expanded affiliated group;
   • Does not maintain financial accounts (other than accounts maintained for members of its expanded affiliated group);
   • Does not make withholdable payments to any person other than to members of its expanded affiliated group;
   • Does not hold an account (other than depository accounts in the country in which the entity is operating to pay for expenses) with or receive payments from any withholding agent other than a member of its expanded affiliated group; and
   • Has not agreed to report under Regulations section 1.1471-4(d)(2)(ii)(C) or otherwise act as an agent for chapter 4 purposes on behalf of any financial institution, including a member of its expanded affiliated group.

Part XXVIII  Sponsored Direct Reporting NFFE (see instructions for when this is permitted)
42  □ Name of sponsoring entity:
43  □ I certify that the entity identified in Part I is a direct reporting NFFE that is sponsored by the entity identified on line 42.

Part XXIX  Substantial U.S. Owners of Passive NFFE
As required by Part XXVI, provide the name, address, and TIN of each substantial U.S. owner of the NFFE. Please see the instructions for a definition of substantial U.S. owner. If providing the form to an FFI treated as a reporting Model 1 FFI or reporting Model 2 FFI, an NFFE may also use this part for reporting its controlling U.S. persons under an applicable IGA.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>TIN</th>
</tr>
</thead>
</table>

Part XXX  Certification
Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:
- The entity identified on line 1 of this form is the beneficial owner of all the income or proceeds to which this form relates, is using this form to certify its status for chapter 4 purposes, or is submitting this form for purposes of section 6050W or 6050K;
- The entity identified on line 1 of this form is not a U.S. person;
- This form relates to (a) income not effectively connected with the conduct of a trade or business in the United States, (b) income effectively connected with the conduct of a trade or business in the United States but is not subject to tax under an income tax treaty, (c) the partner’s share of a partnership’s effectively connected taxable income, or (d) the partner’s amount realized from the transfer of a partnership interest subject to withholding under section 1446(f).

Furthermore, I authorize this form to be provided to any withholding agent that has corrected, except, or credited the income of which the entity on line 1 is the beneficial owner or any withholding agent that can disburse or make payments of the income of which the entity on line 1 is the beneficial owner.

☐ I certify that I have the capacity to sign for the entity identified on line 1 of this form.

Sign Here

Signature of individual authorized to sign for beneficial owner
Print Name
Date (MM-DD-YYYY)
14.2 After you fill out the W-8BEN-E and save the file on your computer, upload the completed form by clicking “Choose File” and select the appropriate file to upload.

15. Next, complete the Company Information section. Please enter your company’s full legal name here. Hit "Next" in the bottom right corner of the screen to continue.

16. Next, complete the Primary Address section. (This is your company’s permanent address or headquarters.) NOTE: This address must be the same as on the W-8BEN-E.
17. Next, complete the Remittance Address section. Click the "Same as Primary Address" box, since check payment option is not available for foreign entities.

Hit "Next" again to continue.

18. Next, choose "No" for "Are you a SDSU/SDSURF student or employee?"

19. Next, for the Supplier category, select "Foreign Entity."

20. Next, for the question "Do you accept credit cards?" choose one that applies to your organization.

21. Next, for the question, "Do you accept Purchase Orders?" choose the one that applies to your organization.
22. Next, choose your “Bank Location” and “Payment Method.” If you select US Bank Account, you can choose ACH (direct deposit) or Check.

If you choose ACH (direct deposit, under US Bank) you will need to fill out the banking information that follows this section.

*Note: Only domestic US banks can be used for direct deposit payments.*

If you wish to receive a wire transfer to a foreign bank, please select “Foreign Bank” and then “Wire” as your payment method. Skip to Step # 31 for additional instructions.

23. Then, complete the Banking Information.

24. Next, upload a bank validation file. You will be required to provide banking information and supporting documentation to verify and validate your account information.
25. Next, provide an email address to receive payment notifications, and click the “I Agree” box to authorize PaymentWorks to send electronic payments.

26. Lastly, provide the bank address.

27. Once completed, click the “Submit” button at the bottom right corner.

You will see this once submitted.

Over the next week, please check your spam / junk mail for any additional communications from PaymentWorks.
From Step 22, below is another option for Banking Location and Payment Method.

28. If you select **Foreign Banks**, you can choose Wire or Check.

Only select Check if you are in the US to pick up the check. Otherwise, select Wire.

If you select “Check” (under Foreign Bank), there will be no more information to provide. Please click the “Submit” button to fully submit the application.

If you select “Wire” (under Foreign Bank), you will be required to provide banking information and supporting documentation to verify and validate your account information.

29. Then, click the “Submit” button to fully submit your PaymentWorks registration.

After your application is fully approved, you will receive an email with your vendor ID number and a link to a Wire Transfer form to complete your foreign banking information. Your payment cannot be processed until this Wire Transfer form is completed.