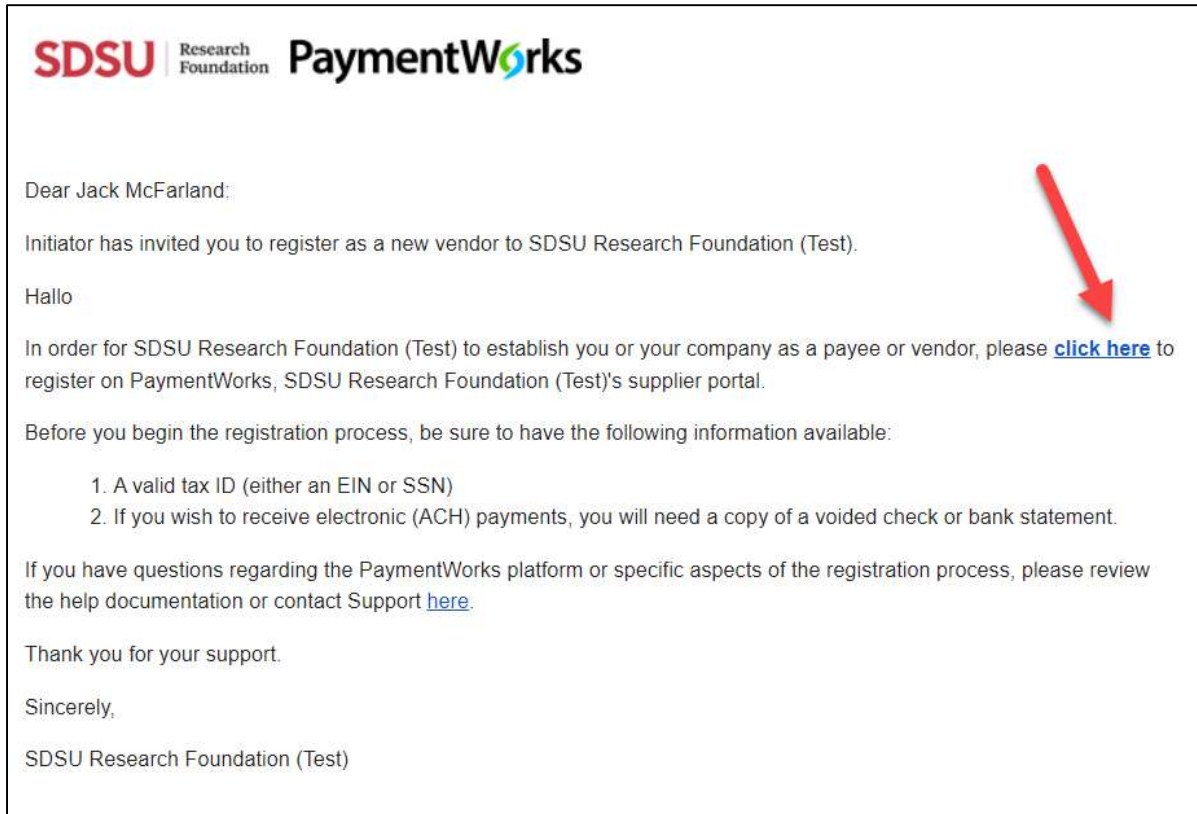


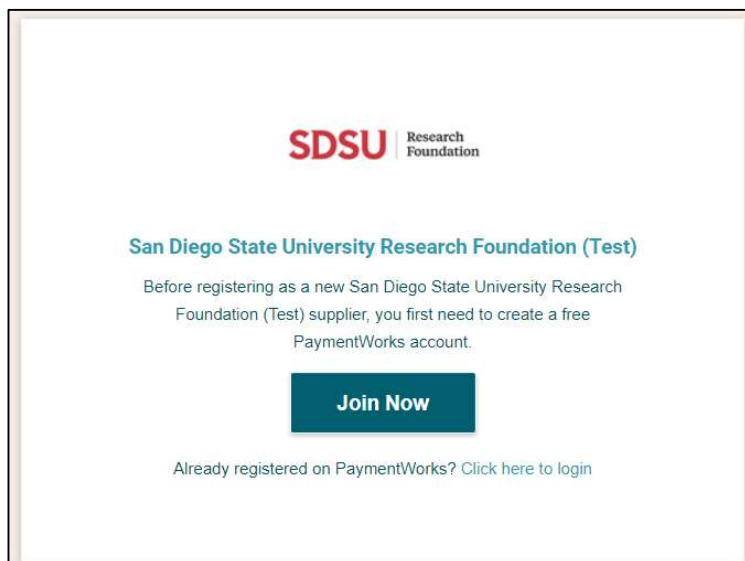
New Vendor Registration Foreign or Non-Resident Individuals

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.

Payees (Suppliers)
Join PaymentWorks for Free

Your Information

First Name Last Name

Company Name / Doing Business As (optional)

Title

Telephone

Email

Confirm Email

Create Password

Password

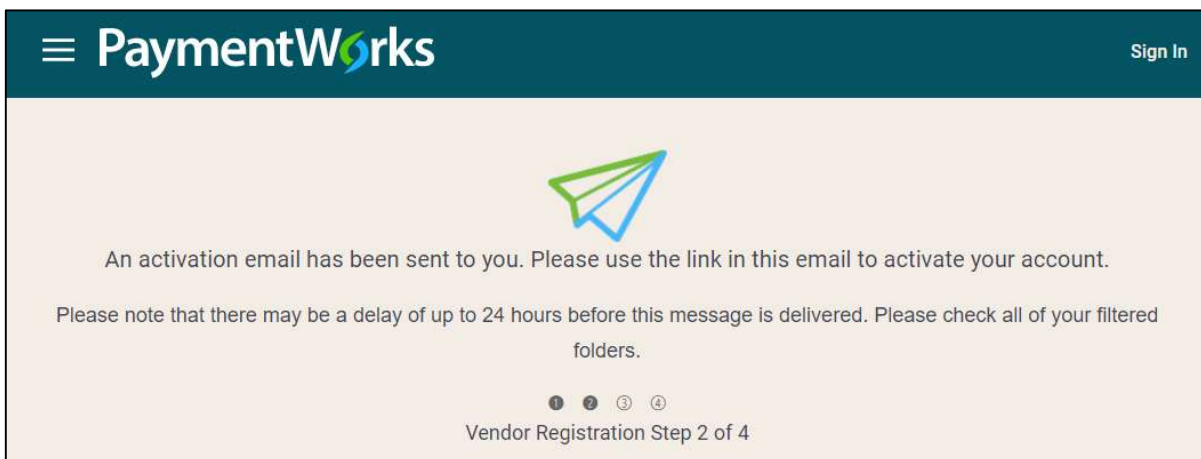
Confirm password

I agree to the Terms of Service

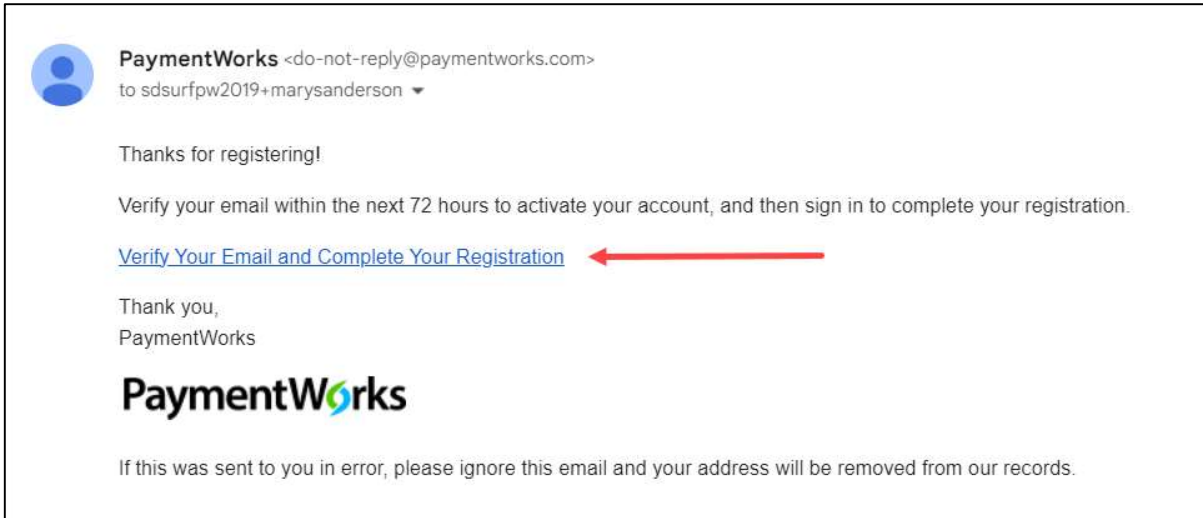
Join Now

Vendor Registration Step 1 of 4

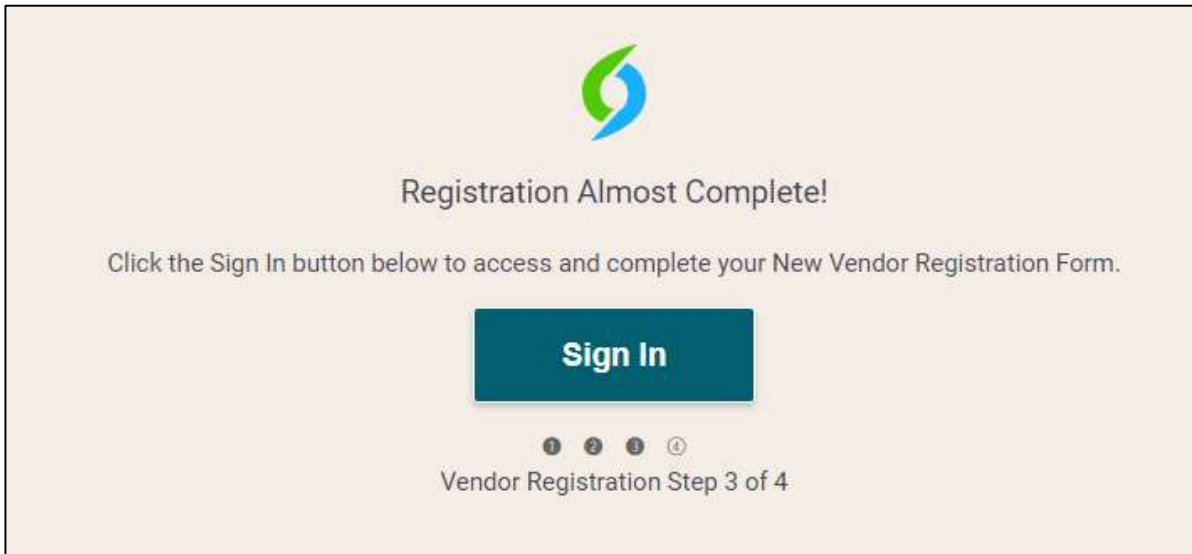
4. After submitting part one, you will receive an activation email at the email address you entered on the previous screen.



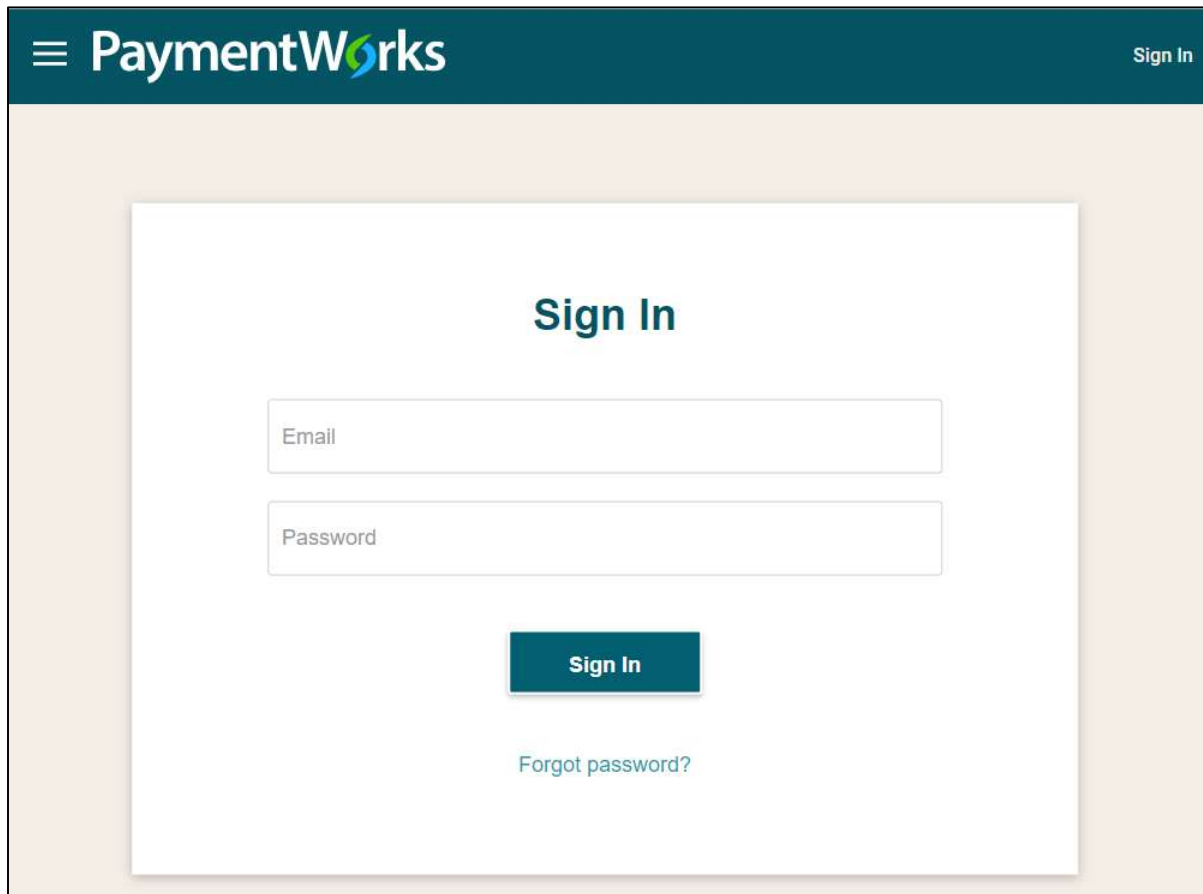
5. Click the link in the activation email to validate your email address and be routed to the application.



6. Click "Sign In" to continue the process.



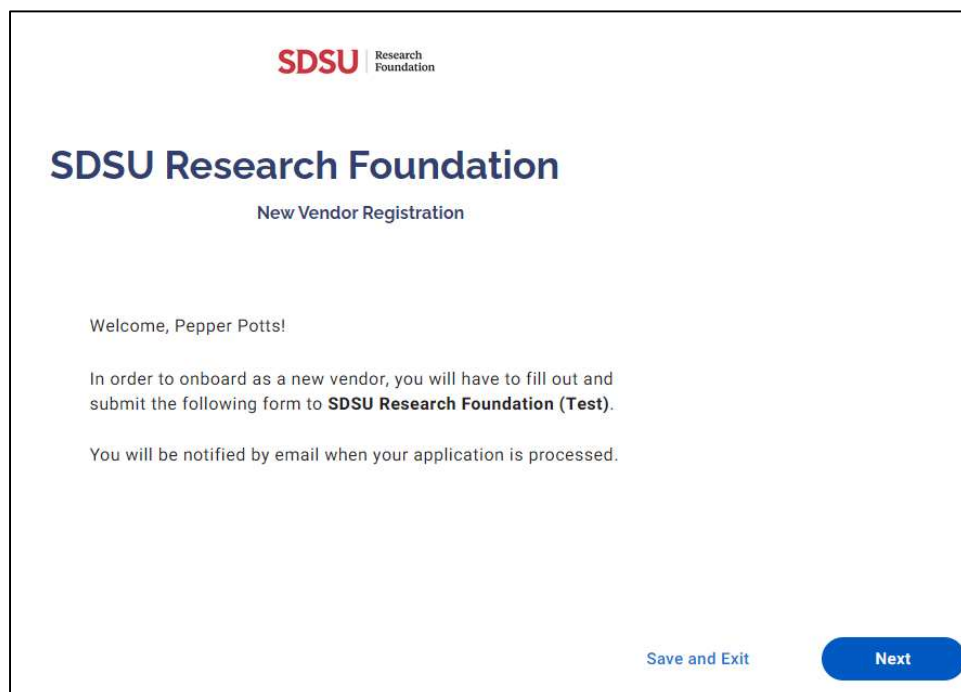
7. Use the information you entered previously to log in.



The screenshot shows the PaymentWorks Sign In page. At the top left is the PaymentWorks logo with a hamburger menu icon. At the top right is a "Sign In" link. The main content area is a white box with a light beige background. It features the heading "Sign In" in a large, bold, dark blue font. Below the heading are two input fields: "Email" and "Password". Below the input fields is a dark blue "Sign In" button. At the bottom of the white box is a link that says "Forgot password?" in a light blue font.

8. Go through the application as follows:

Click "**Next**" to continue.



The screenshot shows the SDSU Research Foundation New Vendor Registration page. At the top center is the SDSU Research Foundation logo. Below the logo is the heading "SDSU Research Foundation" in a large, bold, dark blue font, followed by the sub-heading "New Vendor Registration" in a smaller, dark blue font. The main content area contains the following text: "Welcome, Pepper Potts!", "In order to onboard as a new vendor, you will have to fill out and submit the following form to **SDSU Research Foundation (Test)**.", and "You will be notified by email when your application is processed." At the bottom right of the page are two buttons: "Save and Exit" and a blue "Next" button.

9. As a foreign or non-resident individual, select the first option **“Individual, Sole Proprietorship, or Single Member LLC.”**

10. Select your **Country of Citizenship.**

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

Tax Information

For tax purposes, which best describes you?*

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

Step 9 Individual, Sole Proprietorship, or Single-member LLC
 Corporation or other complex business entity

Country of Citizenship*
(Country of Incorporation if using EIN)
Select an Option
Canada

Step 11 TIN Type*
Select an Option
Foreign Tax ID
Select One
Social Security Number (SSN)
Individual Taxpayer Identification Number (ITIN)
Foreign Tax ID

NOTE: If 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, fill in your tax ID (or placeholder ID).

TIN Type*
Select an Option
Foreign Tax ID

Business Legal Name*
Legal Name is defined as your company's official name that appears on government and legal forms and is tied to your company's Tax Identification number.
Enter Text Here
Research Corporation

Tax Number*
8 to 20 characters
Enter Text Here
123456789

Confirm Tax Number*
Enter Text Here
123456789

14. Next, complete a W-8BEN (for foreign individuals).

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

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

W-8BEN or W-9*

If you are not a U.S. citizen and you are not a resident alien: upload a completed PDF or image of the W-8BEN form.

If you are not a U.S. citizen and you are a resident alien: upload a completed PDF or image of the W-9 form.

Blank forms can be found at these links:

[W-8BEN](#) [W-9](#)

No file chosen

14.1 When completing the W8-BEN, 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 is only one page.

Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)

(Rev. October 2021)

- ▶ For use by individuals. Entities must use Form W-8BEN-E.
- ▶ Go to www.irs.gov/FormW8BEN for instructions and the latest information.
- ▶ Give this form to the withholding agent or payer. Do not send to the IRS.

OMB No. 1545-1021

Department of the Treasury
Internal Revenue Service

Do NOT use this form if:

- You are NOT an individual W-8BEN-E
- You are a U.S. citizen or other U.S. person, including a resident alien individual W-9
- You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the United States (other than personal services) W-8ECI
- You are a beneficial owner who is receiving compensation for personal services performed in the United States 8233 or W-4
- You are a person acting as an intermediary W-8IMY

Instead, use Form:

Note: If you are resident in a FATCA partner jurisdiction (that is, a Model 1 IGA jurisdiction with reciprocity), certain tax account information may be provided to your jurisdiction of residence.

Part I Identification of Beneficial Owner (see instructions)

1 Name of individual who is the beneficial owner	2 Country of citizenship
3 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address.	
City or town, state or province. Include postal code where appropriate.	Country
4 Mailing address (if different from above)	
City or town, state or province. Include postal code where appropriate.	
Country	
5 U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)	
6a Foreign tax identifying number (see instructions)	6b Check if FTIN not legally required <input type="checkbox"/>
7 Reference number(s) (see instructions)	8 Date of birth (MM-DD-YYYY) (see instructions)

Part II Claim of Tax Treaty Benefits (for chapter 3 purposes only) (see instructions)

9	I certify that the beneficial owner is a resident of _____ within the meaning of the income tax treaty between the United States and that country.
10	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 9 above to claim a _____ % rate of withholding on (specify type of income): _____
Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding: _____	

Part III 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:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income or proceeds to which this form relates or am using this form to document myself for chapter 4 purposes;
- The person named 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 applicable 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);
- The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country; and
- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.

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

Sign Here

Signature of beneficial owner (or individual authorized to sign for beneficial owner)	Date (MM-DD-YYYY)
Print name of signer	

14.2 After you fill out the W-8BEN and save the file on your computer, upload the completed form by clicking **“Choose File”** and select the appropriate file to upload.

W-8BEN or W-9*

If you are not a U.S. citizen and you are not a resident alien: upload a completed PDF or image of the W-8BEN form.

If you are not a U.S. citizen and you are a resident alien: upload a completed PDF or image of the W-9 form.

Blank forms can be found at these links:

[W-8BEN](#) [W-9](#)

No file chosen

15. Next, complete the Personal Information section. Please enter your full legal name here.

Hit **"Next"** in the bottom right corner of the screen to continue.

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.

Enter Text Here
Luis Fonsi

Telephone Number*

Enter Telephone Here

Preferred Email*

Enter Email Here
foreignbusiness@email.com

16. Next, complete the Primary Address section. (This is where your tax documents will be sent).

Note: This address must be the same as on the W-8BEN.

Primary Address

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

Country*
Select an Option
Canada

Street 1*
Enter Text Here
1845 Northwest Ave

Street 2
Enter Text Here
This field is required

City*
Enter Text Here
Vancouver

Province*
Select an Option
British Columbia

Zip / Postal Code*
Enter Text Here
1N 2Rf

17. Next, complete the Remittance Address section.

Click the **“Same as Primary Address”** box, since check payment option is not available for foreign individuals unless you are in the US and will be picking the check.

Hit **“Next”** again to continue.

Remittance Address

Same as Primary Address

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

Save and Exit

Next

18. Next, select **Yes** or **No** for the question **“Are you a SDSU/SDSURF student or employee?”**

Note: If your answer is “Yes,” enter a valid 9-digit RedID or Employee ID.

19. Next, for the Supplier category, select **“Foreign Individual.”**

20. Next, for the question “Do you accept credit cards?” select **“No.”**

21. Next, for the question “Do you accept Purchase Orders?” choose the one that applies to you.

Additional Information

Are you a SDSU/SDSURF student or employee?*

Select an Option
Yes

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

Enter your 9-digit red ID*

Enter Text Here

Supplier Category*
Select an Option
Foreign Individual

Do you accept credit cards?*

Select an Option
No

Purchase Order Information

Do you accept Purchase Orders?*

Select an Option
No

22. Next, chose Yes or No for the “Will you be performing services in the US?” question. If you chose “Yes,” you will be required to provide the following information and documents:

- Visa type
- Arrival date
- Planned departure date
- Visa start date
- Copy of Visa to upload
- Visa expiration date (if applicable)
- Passport number
- Copy of passport to upload
- Passport expiration date (if applicable)
- IRS form 8233 upload (if applicable)

Foreign Individual Tax Information

Will you be performing services in the US? *

Select an Option

Yes

Visa Type *

Enter Text Here

Purpose of visit *

Enter Text Here

Arrival date in US *

Select a Date

Planned departure date *

Select a Date

Start date of Visa status *

Select a Date

Visa Document *

Choose File

No file chosen

Visa Document Expiration Date *

Select a Date

Never Expires

Passport number *

Enter Text Here

Passport Document *

Choose File

No file chosen

Passport Document Expiration Date *

Select a Date

Never Expires

Upload a copy of your Form 8233

Choose File

No file chosen

23. 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.

Additional Information

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

Payment Information

Bank Location*

Please indicate whether you will be using a US bank account or a foreign bank account to deposit your payment.

Select an Option

US Bank Account

Payment Method for Payees with a US Bank Account*

If you are a SDSU or SDSURF student or employee, ACH is required for payment.

Select an Option

ACH

I (we) hereby authorize SDSURF to initiate adjustments made for any deposited entries made in error to my account*

Authorize

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.

24. Then, complete the Banking Information.

Banking Information

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

Bank Name*

Enter Text Here

Bank of America

Name on Account*

Enter Text Here

Pepper Pots

25. Next, upload a bank validation file. You will be required to provide banking information and supporting documentation to verify and validate your account information.

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

26. Next, provide an email address to receive payment notifications, and click the **"I Agree"** box to authorize PaymentWorks to send electronic payments.

Email Address for Payment Notifications *

Enter Email Here

Bank Authorization *

Customers using PaymentWorks and the financial institution named herein are authorized to automatically deposit monies to my account

I Agree

27. Lastly, provide the bank address.

Bank Address

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

Country *
Select an Option
United States

Street 1 *
Enter Text Here
PO

Street 2
Enter Text Here

City *
Enter Text Here

State *
Select an Option
District of Columbia

Zip / Postal Code *
Enter Text Here

28. Once completed, click the **"Submit"** button at the bottom right corner.

Save And Exit Submit

You will see this once submitted.

Over the next week, please check your spam / junk mail for any additional communications from PaymentWorks.

Submission Successful!

Your new vendor registration has been submitted successfully to SDSU Research Foundation (Test).

As part of your registration process you **may** receive a phone call from PaymentWorks to review information you have submitted.

You will receive an email notification when your application has been approved.

Please note - this is not an authorization to perform services.

[Give Us Your Feedback](#) [Go to your dashboard](#)

Another option for Banking Location and Payment Method from Step 22:

29. 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.

The screenshot shows the 'Additional Information' section of a form. On the left, under the heading 'Additional Information', there are two lines of text: 'All fields marked with a red asterisk (*) are required fields.' and 'All other fields are optional.' On the right, under the heading 'Payment Information', there is a required field 'Bank Location*' with a dropdown menu currently showing 'Foreign Bank Account'. Below this is a text box with the instruction 'Please indicate whether you will be using a US bank account or a foreign bank account to deposit your payment.' Underneath is another required field 'Payment Method for Payees with a Foreign Bank Account*' with a dropdown menu currently showing 'Choose One'. The dropdown menu is open, showing three options: 'Wire' and 'Check'.

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.

The screenshot shows the 'Banking Information' section of a form. On the left, under the heading 'Banking Information', there are two lines of text: 'All fields marked with a red asterisk (*) are required fields.' and 'All other fields are optional.' On the right, there are two required text input fields: 'Bank Name*' containing 'Bank of America' and 'Name on Account*' containing 'Pepper Pots'.

The screenshot shows the 'Bank Validation File*' section of a form. It contains the text 'An image or PDF file can be used here containing one of the following:' followed by a bulleted list: 'Letter on company letterhead', 'Voided check', 'Voided deposit slip', 'Letter from your bank', and 'Copy of a bank account statement'. Below the list is a 'Choose File' button and the text 'No file chosen'.

30. 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.