

PaymentWorks New Vendor Registration Form

Help Guide for Payees and Suppliers

Table of Contents

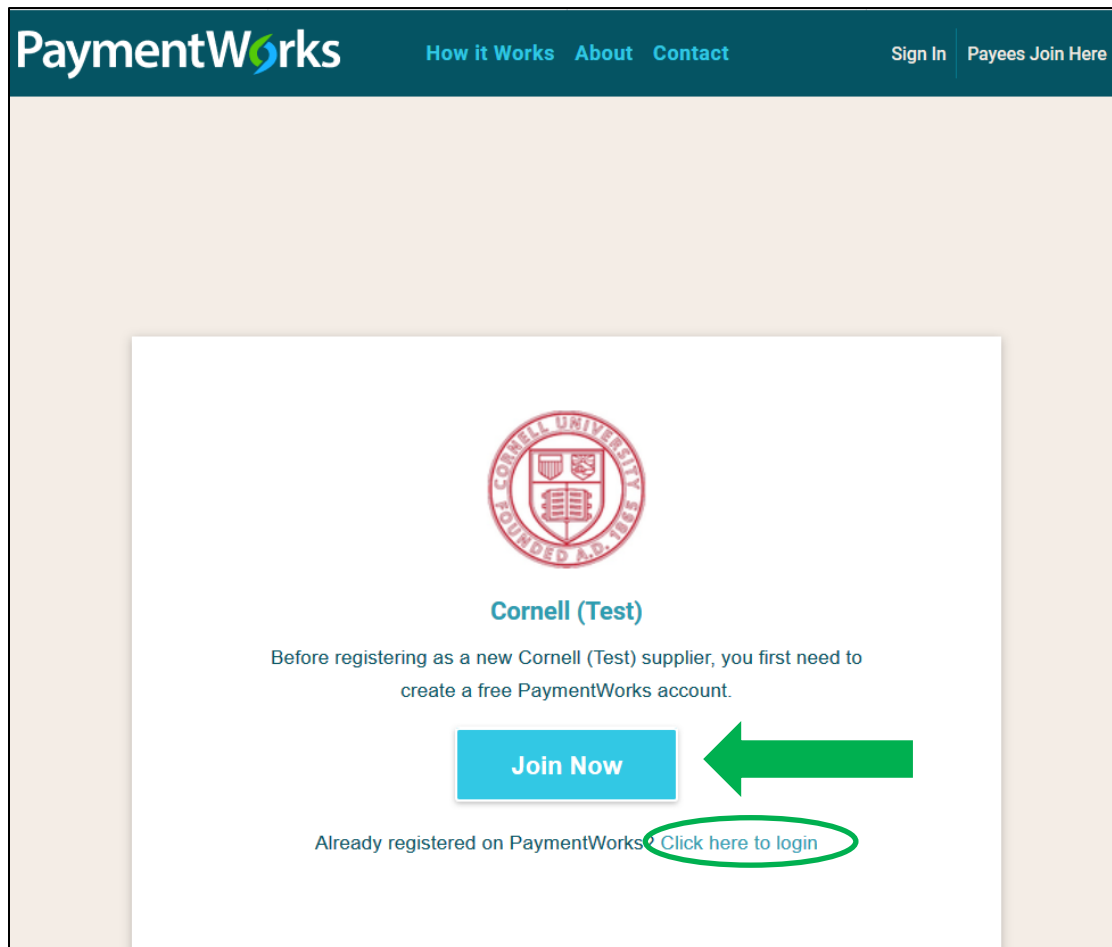
Invitation to Register with Cornell	2
Preview Cornell’s New Vendor Registration Form	3
Tax Information.....	3
US: Individual, Sole Proprietor, or Single-member LLC.....	4
With SSN (Social Security Number).....	4
With EIN (Employer Identification Number).....	5
US: Select Corporation or other complex business entity with EIN (Employer Identification Number) .	6
US: Form W-9 Certifications.....	7
US: Do not generate Electronic W-9. Upload a scanned version of your IRS Form W-9	8
Troubleshooting file uploads	8
Outside the US: Individual, Sole Proprietorship, or Single-member LLC	9
Outside the US: Corporation or other complex business entity	11
General Information	13
Personal Information or Company Information	13
Primary Address.....	15
Remittance Address.....	15
Additional Information.....	16
Vendor Information Contact.....	16
Supplier Diversity	17
Conflict of Interest	18
Payment Method	19
Bank Account Information for ACH and Wire Payments	20
Purchase Order Vendors Only.....	22
Purchase Order Address	22
Method of PO Transmission	22
Additional Contacts.....	23
Connection Steps for Existing PaymentWorks Members	24
Locating Cornell’s New Vendor Registration Form.....	24
Updating Company Profile Information.....	25
PaymentWorks Validation of Bank Information	31

PaymentWorks New Vendor Registration Form

Invitation to Register with Cornell

Cornell's new vendor registration form is available by invitation only. You will receive two emails that require action. The first email is from invitations@paymentworks.com and it explains the registration process and requires that you click the embedded link to create a PaymentWorks account.

If you have previously completed this step to register as a vendor with another institution or business, then please click the login link (green circle) and follow the Connection Steps for Existing PaymentWorks Members on page 23.



Only basic contact information is needed to complete this account creation step, e.g., name, email address and password.

The second email is from PaymentWorks Support (support@paymentworks.com) and requires a response within 72 hours. Please click the embedded link to confirm your email address and begin the registration form.

PaymentWorks New Vendor Registration Form

Preview Cornell's New Vendor Registration Form

To preview Cornell's registration form to assist payees and vendors through the registration process, copy and paste the following link into your browser while you have an active PaymentWorks session open: <https://www.paymentworks.com/new-vendor-setup/nvr/>.

Remember: Based on the type of vendor (DV or PO) and how the vendor responds to certain registration fields (country of citizenship/organization and ownership type), some questions and fields may differ.

Tax Information

The required fields are marked with an * throughout the registration form.

Identify ownership type, country of citizenship, and type of taxpayer identification number. Identify taxpayer identification number as either Social Security Number (SSN), Employer Identification Number (EIN), Individual Taxpayer Identification Number (ITIN) or Foreign Taxpayer Identification Number.

Do not enter a Doing Business As (DBA) name in the Legal Name field. The Company Information section includes a field for business, trade, or DBA name.

Definitions:

- **TIN or Taxpayer Identification Number** – This field is required by PaymentWorks for all registrations. If you do not have a TIN, please contact [PaymentWorks support](#) for a substitute number.
- **SSN or Social Security Number** – A nine-digit number that the US Social Security Administration issues to US citizens, permanent residents, and temporary (working) residents.
- **ITIN or Individual Taxpayer Identification Number** – a US tax processing number the Internal Revenue Service issues to people who are required to have a US taxpayer identification number but who are not eligible to obtain a social security number.
- **EIN or Employer Identification Number** (or Federal Employer Identification Number) – a unique nine-digit number assigned by the Internal Revenue Service to businesses operating in the US.
- **Foreign Taxpayer Identification Number** – a taxpayer identification number that may be issued by a country other than the US to an individual, business, or any other entity. Both foreign individuals and entities that do not have a US taxpayer ID number should select this option.

PaymentWorks New Vendor Registration Form

US: Individual, Sole Proprietor, or Single-member LLC

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 Citizenship *
(Country of Incorporation if using EIN)

United States ▼

Are you using an SSN or EIN? *

SSN

EIN

Legal First Name *

Legal Last Name *

SSN *

9 digits, no dashes or spaces

Confirm SSN *

PaymentWorks New Vendor Registration Form

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 Citizenship*

(Country of Incorporation if using EIN)

United States ▼

Are you using an SSN or EIN?*

- SSN
- EIN

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.

EIN*

9 digits, no dashes or spaces

Confirm EIN*

PaymentWorks New Vendor Registration Form

Tax Information	For tax purposes, which best describes you? *
All fields marked with a red asterisk (*) are required fields.	<input type="radio"/> Individual, Sole Proprietorship, or Single-member LLC
All other fields are optional.	<input checked="" type="radio"/> Corporation or other complex business entity
	Country of Incorporation or Organization *
	<input type="text" value="United States"/>
	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.
	<input type="text"/>
	EIN *
	9 digits, no dashes or spaces
	<input type="text"/>
	Confirm EIN *
	<input type="text"/>
	Tax Classification *
	This can be found on section 3 of your W-9.
	<input type="text" value="Choose One"/> <input checked="" type="radio"/> Choose One <input type="radio"/> C Corporation <input type="radio"/> S Corporation <input type="radio"/> Partnership <input type="radio"/> Trust/Estate <input type="radio"/> LLC taxed as C Corporation <input type="radio"/> LLC taxed as S Corporation <input type="radio"/> LLC taxed as Partnership <input type="radio"/> Other

PaymentWorks New Vendor Registration Form

US: Form W-9 Certifications

Tax Information

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

All other fields are optional.

Generate Electronic W-9*

When you use PaymentWorks, we will create an IRS form W-9 for you automatically, unless you opt out. Electronic W-9's are convenient for you and provide enhanced security for your information. You may wish to opt-out of electronic W-9 generation if you have any exemptions (Section 4) or specific signature requirements (see instructions on page 4 and 5 of the W-9).

Yes

No

Form W-9 Certifications

You have chosen to submit your Form W-9 electronically. Please confirm the following certifications:

Tax ID Type

The Tax ID number shown on this form is my correct taxpayer identification number

Backup Withholding

I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Citizenship

I am a U.S. citizen or other U.S. person

Certification Instructions

You must uncheck item 2 ("Backup Withholding") above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II on page 3 of the [IRS form W-9](#)

PaymentWorks New Vendor Registration Form

US: Do not generate Electronic W-9. Upload a scanned version of your IRS Form W-9

Tax Information

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

All other fields are optional.

Confirm EIN

Generate Electronic W-9 *

When you use PaymentWorks, we will create an IRS form W-9 for you automatically, unless you opt out. Electronic W-9's are convenient for you and provide enhanced security for your information. You may wish to opt-out of electronic W-9 generation if you have any exemptions (Section 4) or specific signature requirements (see instructions on page 4 and 5 of the W-9).

Yes

No

W-9 *

An image or PDF file can be used here. A blank form can be found at this link: [W-9](#)

No file chosen

Troubleshooting file uploads

When uploading documents, please check to make sure the document is in either a .PDF or an image format. Image formats include .PNG, .JPG, or .JPEG. If your documents are in one of these formats, or if you do not see a success message when clicking on the submit button, please try the options below.

- **Try downloading or saving your file again.** Sometimes the original files that were uploaded may be corrupt. In this case, try downloading the file again and/or save as a new file using the extensions .PDF or as an image format (.PNG, .JPG, or .JPEG) then try uploading them into the new vendor registration form again.
- **Try a different device or web browser.** The PaymentWorks platform works best while using a desktop or laptop computer. If you are experiencing issues with the vendor registration form while using mobile devices, such as an iPhone, Android phone, or an iPad, please try again using a desktop or laptop computer. PaymentWorks recommends that you use Google Chrome as your web browser. If the issue you face is still occurring when using Chrome, please try again using Mozilla Firefox or another web browser to see if your problem persists.

If you continue to experience problems, contact [PaymentWorks Support](#).

PaymentWorks New Vendor Registration Form

Outside the US: Individual, Sole Proprietorship, or Single-member LLC

You will be asked to describe your ownership type, identify your country of citizenship, identify the type of taxpayer identification number, provide your legal name, taxpayer identification number, and attach an IRS Form W-8BEN.

The taxpayer identification number options are:

- Social Security Number – a 9-digit numerical identifier assigned to U.S. citizens and other residents by the United States Social Security Administration
- Individual Taxpayer Identification Number – issued by the United States Internal Revenue Service, this numerical identifier is used to help individuals comply with the U.S. tax laws, and to provide a means to efficiently process and account for tax returns and payments for those [not eligible](#) for Social Security numbers
- Foreign Tax Identification Number – may be issued by your country of citizenship/incorporation

If you do not have any taxpayer identification number, please contact [PaymentWorks support](#) for a substitute number. If you are a Cornell student, you may enter your student identification number as “CU#####”.

Please ensure that the W-8BEN form that you upload is completed correctly. We will ensure that our financial system records correspond to your W-8BEN.

PaymentWorks New Vendor Registration Form

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 Citizenship*

(Country of Incorporation if using EIN)

Canada ▾

TIN Type*

Select One ▾
Select One
Social Security Number (SSN)
Individual Taxpayer Identification Number (ITIN)
Foreign Tax ID

Legal Last Name*

▲ This field is required

Tax Number*

8 to 20 characters

▲ This field is required

Confirm Tax Number*

▲ This field is required

W-8BEN*

An image or PDF file can be used here. A blank form can be found at this link:

[W-8BEN](#)

Choose File No file chosen

PaymentWorks New Vendor Registration Form


Please enter the date your W-8 form was signed and your birth date in the fields highlighted below.

Chapter 3 status code, Chapter 4 status code, and GIIN code **do not apply to individuals**.

Additional Information

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

Accounts Receivable Contact Phone Number

 * ext.

W-8 Signed Date *

Chapter 3 Status Code

Chapter 4 Status Code

GIIN Code

Date of Birth *

Outside the US: Corporation or other complex business entity

You will be asked to describe your ownership type, identify your country of incorporation or organization, identify the type of taxpayer identification number, provide the business' legal name, taxpayer identification number, and attach an IRS Form W-8BEN.

If you do not have a taxpayer identification number, please contact [PaymentWorks support](#) for a substitute number.

Please ensure that the W-8BEN form that you upload is completed correctly. We will ensure that our financial system records correspond to your W-8BEN.

PaymentWorks New Vendor Registration Form

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*

Canada

TIN Type*

Select One

Select One

Individual Taxpayer Identification Number (ITIN)

Foreign Tax ID
that appears on government and legal forms and is tied to your company's Tax Identification number.

Mary Dev668

Tax Number*

8 to 20 characters

This field is required

Confirm Tax Number*

This field is required

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

From your W-8BEN-E form, please enter your Chapter 3 status code. Chapter 4 status code and GIIN numbers are optional; please enter if you have one.

Please also enter the date the W-8BEN-E form was signed.

Additional Information

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

Accounts Receivable Contact Phone Number

ext.

W-8 Signed Date*

MM/DD/YYYY

Chapter 3 Status Code

Choose One

Chapter 4 Status Code

Choose One

GIIN Code

Date of Birth*

MM/DD/YYYY

General Information


Personal Information or Company Information

You must enter a properly formatted email address. If there are any questions or concerns during the registration process, we will use this email address to contact you.


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

PaymentWorks New Vendor Registration Form

Individual, Sole Proprietor, or Single-member LLC

Personal Information All fields marked with a red asterisk (*) are required fields. All other fields are optional.	Full Name (or DBA) * <input type="text"/>
	Telephone Number * <input type="text"/>  ext. <input type="text"/>
	Preferred Email * <input type="text"/>
	Website <input type="text"/>
	Description of Goods or Services <input type="text"/>

Corporation or other complex entity

Company Information All fields marked with a red asterisk (*) are required fields. All other fields are optional.	Business Name or DBA * 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. <input type="text"/>
	Telephone Number * <input type="text"/>  ext. <input type="text"/>
	Preferred Email * <input type="text"/>
	Website <input type="text"/>
	Description of Goods or Services <input type="text"/>

PaymentWorks New Vendor Registration Form

Primary Address

This is the address to which you want any tax-related information sent, e.g., Form 1099. It should correspond to the address used on your tax filings.

Primary Address <small>All fields marked with a red asterisk (*) are required fields. All other fields are optional.</small>	Country* <input type="text" value="United States"/>
	Street 1* <input type="text"/>
	Street 2 <input type="text"/>
	City* <input type="text"/>
	State* <input type="text" value="Select a State"/>
	Zip / Postal Code* <input type="text"/>

Remittance Address

This is the address where the payment should be mailed, if different from Primary Address.

Remittance Address <small>All fields marked with a red asterisk (*) are required fields. All other fields are optional.</small>	<input type="checkbox"/> Same as Primary Address
	Country* <input type="text" value="United States"/>
	Street 1* <input type="text"/>
	Street 2 <input type="text"/>
	City* <input type="text"/>
	State* <input type="text" value="Select a State"/>
	Zip / Postal Code* <input type="text"/>

PaymentWorks New Vendor Registration Form

If the remittance address is the same as Primary Address, remember to check the box so you will not have to re-enter the address.

<h3>Remittance Address</h3> <p>All fields marked with a red asterisk (*) are required fields.</p> <p>All other fields are optional.</p>	<input checked="" type="checkbox"/> Same as Primary Address
---	---

<h3>Additional Information</h3> <p>All fields marked with a red asterisk (*) are required fields.</p> <p>All other fields are optional.</p>	<p>Supplier Category*</p> <p>Choose One</p> <ul style="list-style-type: none">Choose OneUS IndividualUS EntityForeign IndividualForeign Entity
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Vendor Information Contact

This is the contact information for the person completing the vendor registration form. You must enter a properly formatted email address. It is typically the email address that was used to “Join” PaymentWorks.

<h3>Additional Information</h3> <p>All fields marked with a red asterisk (*) are required fields.</p> <p>All other fields are optional.</p>	<p>Supplier Category*</p> <p>US Individual</p>
	<p>Vendor information contact name*</p> <p>Name of the person completing this registration</p> <input type="text"/>
	<p>Vendor information email address*</p> <p>Email of the person completing this registration</p> <input type="text"/>
	<p>Vendor information phone number*</p> <p>Phone number of the person completing this registration</p> <p><input type="text"/> + <input type="text"/> ext. <input type="text"/></p>

PaymentWorks New Vendor Registration Form

Supplier Diversity

These questions are presented to US entities and purchase order vendors only.

Are You a Federally Certified Diverse Business? *

Choose One

Are you a New York State Certified Diverse Business? *

Choose One

If you respond yes to either or both questions, you will be asked to select the diversity classification(s) that apply.

Additional Information

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

All other fields are optional.

Are You a Federally Certified Diverse Business? *

Yes

Federal Diversity Classifications - select as many as apply *

- 8(A) African American
- 8(A) Hispanic American
- 8(a) Native American (Includes Alaskan Natives and Native Hawaiians and Native Americans)
- 8(a) Asian Pacific American
- 8(a) Subcontinent Asian Americans
- Small Disadvantaged Business
- LGBTBE (LGBT-Owned Businesses)
- HUB Zone (Historically Under-Utilized Small Business)
- MBE (Minority Business Enterprise)
- SDB (Small Disadvantaged Business)
- SDVOSB (Service-Disabled Veteran-Owned Small Business)
- VOSB (Veteran-Owned Small Business)
- WBE (Woman Business Enterprise)
- WOSB (Women-Owned Small Business)
- Ability One
- Small Business

Upload Federal Diversity Certificate(s)

[Choose File](#) No file chosen

The ability to upload a certificate is optional and is not required.

PaymentWorks New Vendor Registration Form

New York State Certifications:

Additional Information

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

Are You a Federally Certified Diverse Business?*

No

Are you a New York State Certified Diverse Business?*

Yes

State Diversity Classifications - select as many as apply*

MBE (Minority Business Enterprise)

WBE (Womens Business Enterprise)

Disabled Veteran Owned Business

Upload NYS Diversity Certificate(s)

[Choose File](#) No file chosen

The ability to upload a certificate is optional and is not required. However, we appreciate receiving New York State certifications.

Conflict of Interest

All vendor/payees are asked a Yes or No conflict-of-interest question. Please identify relationship(s) with a Cornell employee(s). Disclosing a conflict does not prevent Cornell from doing business with you; it ensures that we are aware and can take appropriate steps to manage any potential conflict.

Conflict of Interest*

Does any individual employed by Cornell University have a significant interest in your business?

Choose One

Choose One

Yes

No


PaymentWorks New Vendor Registration Form

Additional information is required for “Yes” responses only.

Conflict of Interest

Conflict of Interest: Cornell employee name *

Conflict of Interest: Cornell employee phone number *

 ext.

Conflict of Interest: Your relationship to employee *

Payment Method

All vendor/payees are asked to select a preferred payment method.

Payment Method *

For direct deposit, please select ACH if your bank is in the United States, and Wire if your bank is located outside of the United States.

Choose One

- Choose One
- ACH
- Wire
- Check

Please note that domestic ACH payments are issued Monday – Friday and this is our preferred payment method. Check payments are issued once per week.

For domestic direct deposit payments (issued to U.S. banks), please select “ACH.” We typically do not issue domestic Wire payments.

PaymentWorks New Vendor Registration Form

Bank Account Information for ACH and Wire Payments

Please note that the Routing Number is required for U.S. banks only. Once a foreign bank address is entered, the requirement for Routing Number will be removed.

Please note that if you are requesting Wire payments, you will need to provide Wire instructions with your invoice or request for payment. Cornell's financial system does not retain Wire instructions.

The validation file provided will be used to validate the account name, account number, and routing number. Preferred documentation includes a cancelled check or account statement.

PaymentWorks will independently contact your organization to verify payment method selection in an effort to reduce ACH and Wire fraud. Please respond to their confirmation inquiry to speed the approval of your registration.

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*

Select 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

No file chosen

Email Address for Payment Notifications*
Bank Authorization*

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

I Agree

PaymentWorks New Vendor Registration Form

Bank Address

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

Country*

Street 1*

Street 2

City*

State*

Zip / Postal Code*

8/2021, 4:58:33 PM

You have the option to submit the form now or to save your work and return later to complete the registration process.

Once you submit the form, it will be reviewed by PaymentWorks before being sent to Cornell for registration processing. You will receive confirmation of your submission and will be notified by email once Cornell has completed the registration process.

PaymentWorks New Vendor Registration Form

Purchase Order Vendors Only

Purchase Order Address

Additional Information All fields marked with a red asterisk (*) are required fields. All other fields are optional.	PO Vendor Is PO Address Country the United States, Canada, Australia, or Other? * <input type="text" value="US"/>
	State State * <input type="text" value="Choose One"/>
	PO Address 1 * <input type="text"/>
	PO Address 2 <input type="text"/>
	PO Address City * <input type="text"/>
	PO Address Postal Code * <input type="text"/>
	PO Attention <input type="text"/>
	Method of PO Transmission * <input type="text" value="Choose One"/>

Method of PO Transmission

The options to choose from are Email, Fax, or US Mail. When selecting Email, you must enter a properly formatted email address when selecting this option. Please note that **email is the preferred method for PO transmission**. For international orders, please select email or fax transmission methods only.

PaymentWorks New Vendor Registration Form

Additional Contacts

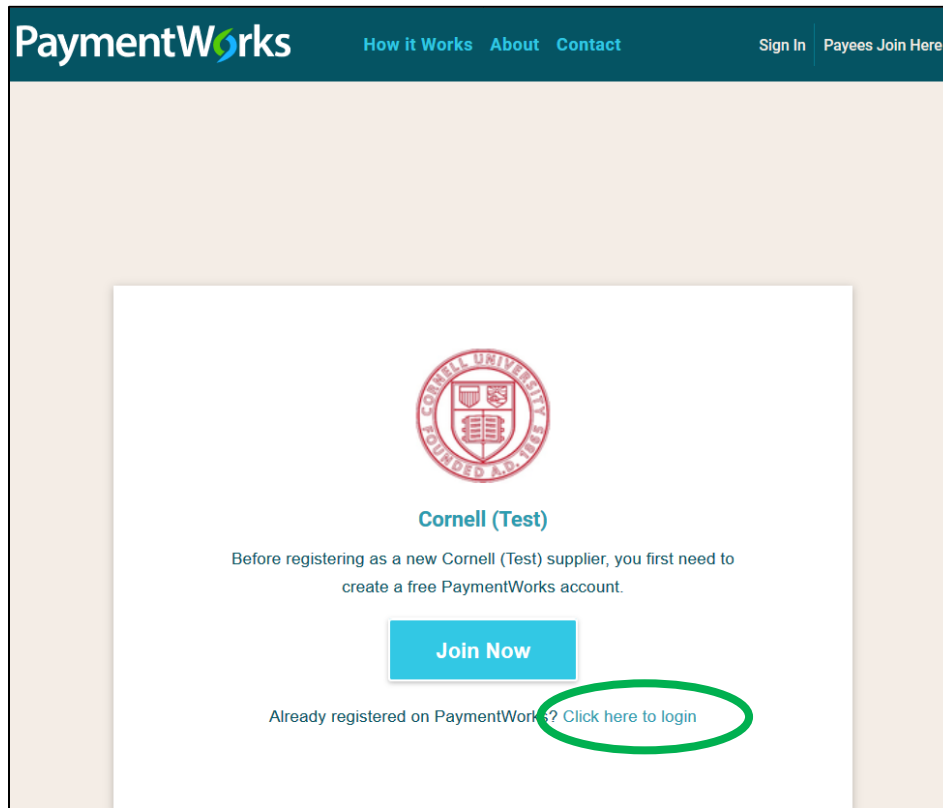
You have the option to provide additional contacts within your organization. Please note that the insurance contact should be the person within your organization that the procurement agent should contact if a certificate of insurance is required.

Additional Information All fields marked with a red asterisk (*) are required fields. All other fields are optional.	Insurance Contact Name at Your Company	<input type="text"/>
	Insurance Contact Email Address	<input type="text"/>
	Insurance Contact Phone Number	<input type="text" value=" + _____ ext. _____"/>
	Sales Contact Name	<input type="text"/>
	Sales Contact Email Address	<input type="text"/>
	Sales Contact Phone Number	<input type="text" value=" + _____ ext. _____"/>
	Accounts Receivable Contact Name	<input type="text"/>
	Accounts Receivable Contact Email Address	<input type="text"/>
	Accounts Receivable Contact Phone Number	<input type="text" value=" + _____ ext. _____"/>

PaymentWorks New Vendor Registration Form

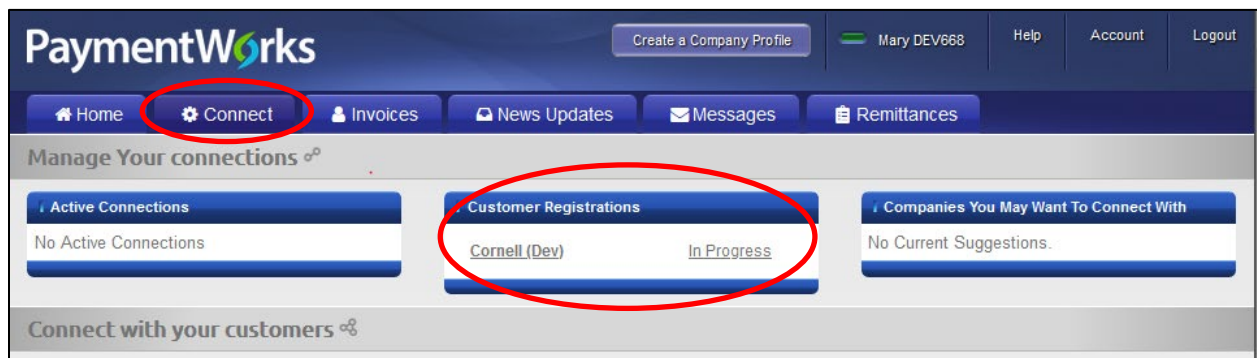
Connection Steps for Existing PaymentWorks Members

Click the hyperlink in your invitation email. If you have previously joined PaymentWorks, then there is no need to join again. Simply, click the login link.



Locating Cornell's New Vendor Registration Form

From your PaymentWorks account, your Cornell New Vendor Registration form is located in the "Connect" tab under the "Customer Registrations" section, as shown below. Click "Cornell" to access our registration form.



Please review and/or complete the required fields on the form. You must **submit** the form so that Cornell can view your information.

PaymentWorks New Vendor Registration Form

If you don't see the form here, return to the Cornell registration invitation and follow the instructions in the email to register. Be sure to use the "click here to login" option to claim the invitation with your existing PaymentWorks account.

Updating Company Profile Information

Once you have submitted a **New Vendor Registration form**, your **Company Profile** will be created. At any time, you can login to PaymentWorks to update your business/personal information as needed. Updates made to your Company Profile will be reviewed and approved by Cornell before the changes are accepted by our financial system.

To review and/or update your registration information, click the **Company Profile** link in the top right corner of your screen.



You will be presented with the following tabs on the left menu bar: Marketing Information, Business Details, Tax Forms, Remittance Addresses, and Bank Accounts.

Marketing Information

You can update your corporate address, phone number, company website URL, business description, and logo by clicking the **Edit** button in the bottom right. Finalize your changes by clicking the **Save** button.

A screenshot of the 'Marketing Information' page in the PaymentWorks system. The left sidebar contains a menu with 'Marketing Information' selected, and other options like 'Business Details', 'Tax Forms', 'Remittance Addresses', and 'Bank Accounts'. The main content area shows a form with the following fields: 'Company Name (DBA): Mary Dev3 LLP', 'Corporate Address: 78 S 74th Ct, Summit Argo, IL 60501', 'Telephone: (607) 254-5300', 'Primary Account e-Mail: mstapleton398+DEV3@gmail.com', 'Website URL: procurement.cornell.divisionoffinancialaffair@cornelluniversity.com', and 'Business Description:'. An 'Edit' button is located at the bottom right of the form. Below the form is a 'Logo' section with a 'Select an image:' label, a text input field, and a 'Browse' button. A small icon of a building is visible in the logo preview area.

PaymentWorks New Vendor Registration Form

The screenshot displays the PaymentWorks New Vendor Registration Form. The top navigation bar includes Home, Connect, Invoices, News Updates, Messages, and Remittances. The left sidebar contains Marketing Information, Business Details (selected), Tax Forms, Remittance Addresses, and Bank Accounts. A notification box states: "The following private information is only shared with clients you have connected with on PaymentWorks". The main content area shows the following details:

Legal Name:	Mary Dev3 LLP
Tax Country:	United States of America
Business EIN (TIN):	*****7890 [show]
Business EIN (TIN) / Legal Name Validation:	VALID ✓
Tax Classification:	LLC Taxed as Partnership
D&B D-U-N-S Number:	123456789

An Edit button is located at the bottom right of the form.

In addition, your IRS validation status is available in this section for your review. If you see green text stating “VALID”, your Legal Name and TIN combination was an accurate match with the IRS database. If you see red text stating “INVALID”, you will need to review your Legal Name and TIN combination to ensure it was properly entered. Upon saving a new Legal Name and TIN combination in this section, PaymentWorks will run a new IRS validation.

Remittance Address

You can update the remittance address or add new addresses from the Remittance Addresses tab. To view the address associated with your registration(s), click the Related Customers tab. To edit an address, select the pencil tab next to the address. You may also add additional addresses by selecting Create New Address.

PaymentWorks New Vendor Registration Form

Home Connect Invoices News Updates Messages Remittances

Marketing Information
Business Details
Tax Forms
Remittance Addresses
Bank Accounts

The following private information is only shared with clients you have connected with on PaymentWorks


Remittance Addresses [Create New Address](#)

Remittance Address Pay to Mary Dev3 LLP, 78 S 74th Ct, Summit Argo, IL 60501 Unable to Validate Address	Associated Bank Account Mary Dev3 LLP	Related Customers Share With Customer
---	--	--

< Back to Remittance Addresses

Remittance Address
78 S 74th Ct , Summit Argo IL, 60501


Related Customers

	Cornell (Dev) Vendor # 114509 Site code 0	Change Address
---	--	--------------------------------

PaymentWorks New Vendor Registration Form

Create New Remittance Address

The screenshot shows a web form titled "Create New Remittance Address" for a vendor named "Mary Dev3 LLP". The form contains the following fields and controls:

- Nickname:
- Country: 
- Pay-To:
- Street:
- City:
- State/Province:
- Zip/Postal Code:

At the bottom right of the form, there are two buttons: a red "Cancel" button and a green "Save" button. The "Save" button is circled in green.

Tax Forms

If you update any Company Profile information that impacts the information on your W-9 form, PaymentWorks will automatically apply these changes to your electronic W-9 form and provide an updated version of the W-9 form to Cornell. (This feature only applies if you agreed to allow PaymentWorks to generate your electronic W-9 form when you completed the registration form.)

If you need to upload a new W-9 or W-8 form, click the **Browse** button and select the file you intend to upload. Then, click the Upload button to finalize the upload process. You can review the W-9 or W-8 form that is on file with Cornell by clicking the **File on record** link in this tab.

PaymentWorks New Vendor Registration Form

Home Connect Invoices News Updates Messages Remittances

Marketing Information

Business Details

Tax Forms >

Remittance Addresses

Bank Accounts

Updating Company Info?

! Tax forms are only shared with connected customers on PaymentWorks

When you use PaymentWorks, we will create an IRS form W-9 for you automatically, unless you opt out. Electronic W-9s are convenient for you and provide enhanced security for your customers. You may wish to opt-out of electronic W-9 generation if you have any exemptions (Section 4) or specific signature requirements (see instructions on page 4 and 5 of the W-9).

Generate Electronic W-9

W-9: Select a PDF or image (JPEG, PNG, etc.) file:

A blank form can be found at this link: [IRS Form W-9](#)

Browse

Bank Accounts

If you need to edit your banking information or change the remittance address associated with a bank account, from the Bank Accounts tab select the bank account you would like to change by clicking the pencil icon.

Home Connect Invoices News Updates Messages Remittances

Marketing Information

Business Details

Tax Forms

Remittance Addresses

Bank Accounts >

! The following private information is only shared with clients you have connected with on PaymentWorks

NAME ON ACCOUNT	ACCOUNT NUMBER	EDIT	DELETE
Mary Dev3 LLP	*****7896	[show]	

Add Account

PaymentWorks New Vendor Registration Form

In the right sidebar, under the heading **Associated Remittance Addresses**, you will see all of your active remittance addresses. Clicking the checkbox next to an address will associate the bank account with that address. Remember to click the Save button.

Name on Account:

Account number:

Re-enter Account number:

Account Type:

Bank Name:

Bank Address:

Country:

Street:

City:

State/Province:

Zip/Postal Code:

ABA Routing Number:
9-digit number at the bottom left of a check

Swift Code:

Email address for payment notifications:

Associated Remittance Addresses:

Remittance Address
78 S 74th Ct
Summit Argo, IL 60501

Adding a New Bank Account

To add a new bank account, please follow the steps below:

1. From the Bank Accounts page, click Add Account.
2. Follow the prompts on each page to **Add Account Information**
3. Upload a **Bank Validation File** on page 3 (must be in a PDF, JPEG, or PNG format)

Home Connect Invoices News Updates Messages Remittances

Marketing Information

Business Details

Tax Forms

Remittance Addresses

Bank Accounts

Updating Company Info?

Add Account Information (3 of 4)

Bank Account Validation:

One of the following:

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

Select a PDF or image file:

Authorization:

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

PaymentWorks New Vendor Registration Form

4. Your bank validation file may be an image or PDF file of a voided check or deposit slip, letter from bank on letterhead, or bank account statement with:
 - a. Name of Bank and Address
 - b. Name on Bank Account
 - c. Full Account Number
 - d. Routing Number (for US banks only)
 - e. IBAN and SWIFT/ BIC code (for international banks)

Note: Once the bank address is entered, the routing number field will not be required for non-US bank addresses.

5. Select the correct **Remittance Address** to link to the bank account. Note: The new bank account will not be properly submitted until it is associated with the Remittance Address being used by Cornell.
6. Click **Confirm**
7. Review & click **Save**

PaymentWorks Validation of Bank Information

PaymentWorks conducts bank validation via a phone call. Their internal team may contact you to confirm your bank account details. You do need to call the PaymentWorks team back so to verify your bank details so that Cornell can process a payment to you.

If you get this call, please use the instructions left in the voice mail message you received to call the team back.

If you got this call but deleted the message, please contact [PaymentWorks Support](#) and ask them to have the internal team call you again.