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 <u>PaymentWorks Help site</u> 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

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.

	For tax purposes, which best describes you?*
Tax Information	Individual, Sole Proprietorship, or Single-member
All fields marked with a red asterisk (*) are required fields. All other fields are optional.	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

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.

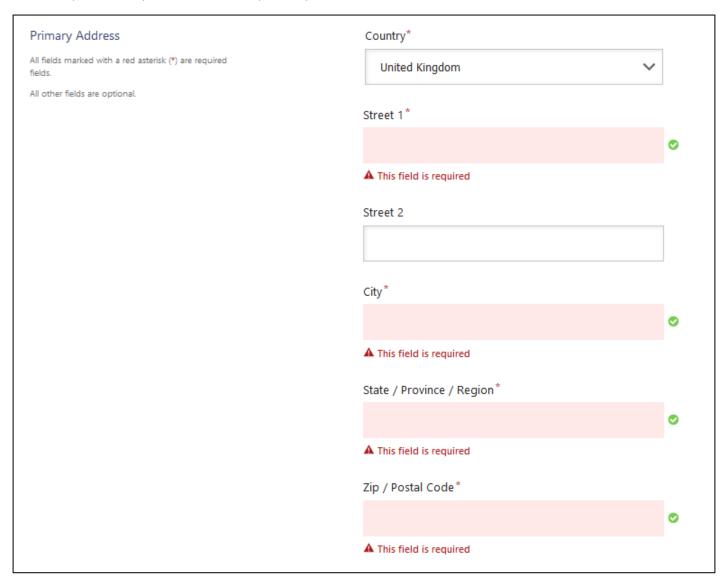
If you encounter issues such as your country not being listed or your phone number not fitting into the format provided, please contact <u>PW Support</u> for advice.

Company Information	Business Name or DBA*
All fields marked with a red asterisk $(*)$ are required fields.	Business Name or DBA is defined as the name your company uses to present itself to the public. This name may not
All other fields are optional.	necessarily be tied to your Tax Identification Number.
	Telephone Number*
	ext
	S Preferred Email*
	Treffice Estati
	Website
	Description of Goods or Services
	111.

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.

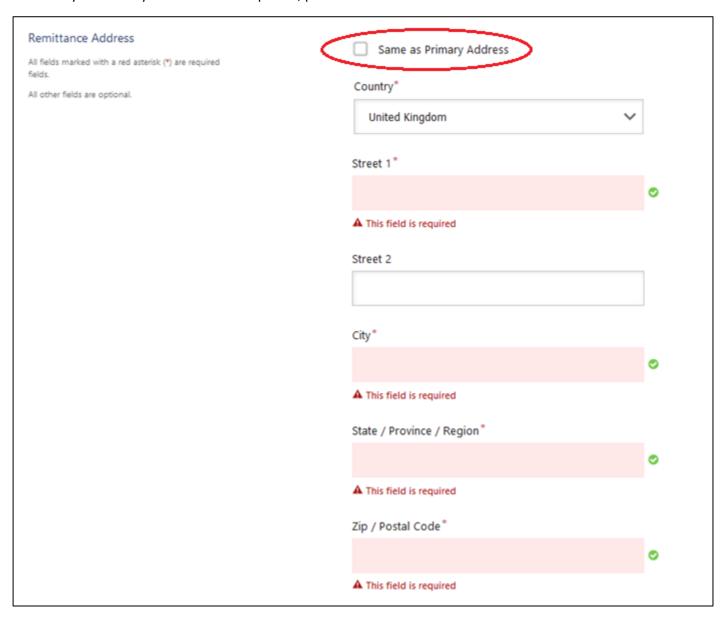
If your country does not have a zip code, please enter "00000".



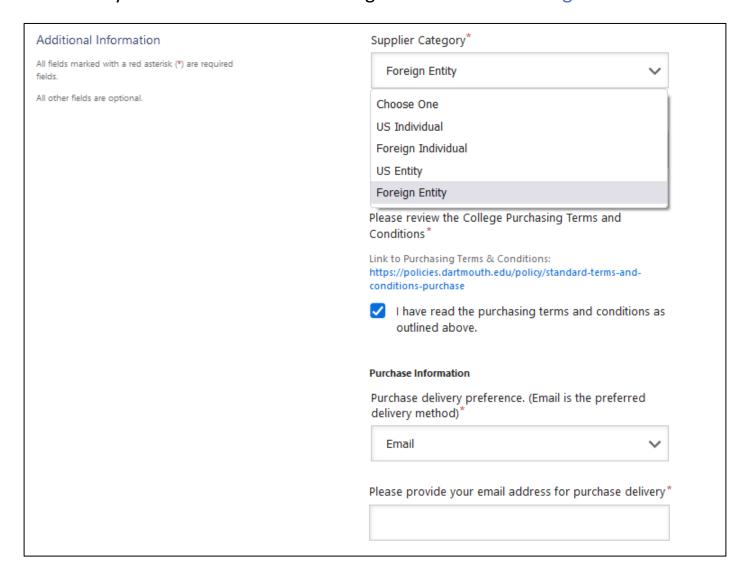
If the same, please select "Same as Primary Address" box.

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".



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



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.

dditional Information	Payment Information
All fields marked with a red asterisk (*) are required fields. All other fields are optional.	Payment Method for Non-US Vendors*
	Payment Terms for each Payment Method are listed below:
	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.
	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.
	Check (Net 90)
	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.
	Wire
	Choose One
	Single Use Account (SUA)
	ACH
	Check
	Wire
	Intermediary Bank Details
	Please submit your Intermediary Bank details if applicable
	Intermediary Bank Name
	Intermediary Bank Account Number
	Intermediary Bank SWIFT Code

Banking information will need to be provided.

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

Banking Information	Bank Name*
All fields marked with a red asterisk (*) are required	
fields. All other fields are optional.	
All other needs are optional.	Name on Account*
	raine 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 checkVoided 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.

Bank Address	Country*	
All fields marked with a red asterisk (*) are required ields.	United Kingdom	~
All other fields are optional.		
	Street 1*	
	Street 2	
	Succes 2	
	City*	
	State / Province / Region*	
	Zip / Postal Code*	