# PaymentWorks New Vendor Registration Form – Foreign Individuals

## Help Guide for Payees and Suppliers

**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

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.

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As a foreign individual, select Individual, choose your Country of Citizenship, and select the correct TIN (Tax Identification Number) type.

Please note that your Country of Citizenship = <u>Country of Residence for tax purposes</u>.

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

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

If you have a United States Social Security Number (SSN) **OR** an Individual Taxpayer Identification Number (ITIN) **AND** a Foreign Tax ID, please provide either your SSN or ITIN in that selection.

You must upload a completed tax form (W-8BEN form or W-9) based on your status, as described on the screen.

## 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 Kingdom ⌄

TIN Type*

Individual Taxpayer Identification Number (ITIN) ⌄

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

Legal Last Name*

[                              ]

Tax Number*

8 to 20 characters

[                              ]

Confirm Tax Number*

[                              ]

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

[ Choose File ]   No file chosen

# 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 such as your country not being listed or your phone number not fitting into the format provided, please contact **PW Support** for advice.

## 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*

U
S
ext.

### Preferred Email*

### Website

### Description of Goods or Services

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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***

⚠ This field is required

**Street 2**

**City***

⚠ This field is required

**State / Province / Region***

⚠ This field is required

**Zip / Postal Code***

⚠ This field is required

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

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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*

This field is required

Street 2

City*

This field is required

State / Province / Region*

This field is required

Zip / Postal Code*

This field is required

Foreign individuals should select the **Foreign Individual** Supplier Category option.

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## 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*

Link to Purchasing Terms & 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.

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**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 | X |

Planned departure date*

| MM/DD/YYYY | X |

Start date of Visa status*

| MM/DD/YYYY | X |

Visa Document*

| Choose File | No file chosen |

Visa Document Expiration Date*

| MM/DD/YYYY | X |

☐ Never Expires

Foreign individuals will need to select their Payment Method.  We encourage electronic payment options:

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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 to be used for foreign individuals.

If the intermediary bank is US-based, please enter the ROUTING NUMBER in the SWIFT Code field.

### Additional Information

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

All other fields are optional.

### Payment Information

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

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## 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

Choose File    No file chosen

Bank address information will need to be provided.

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## 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*