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 <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.

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

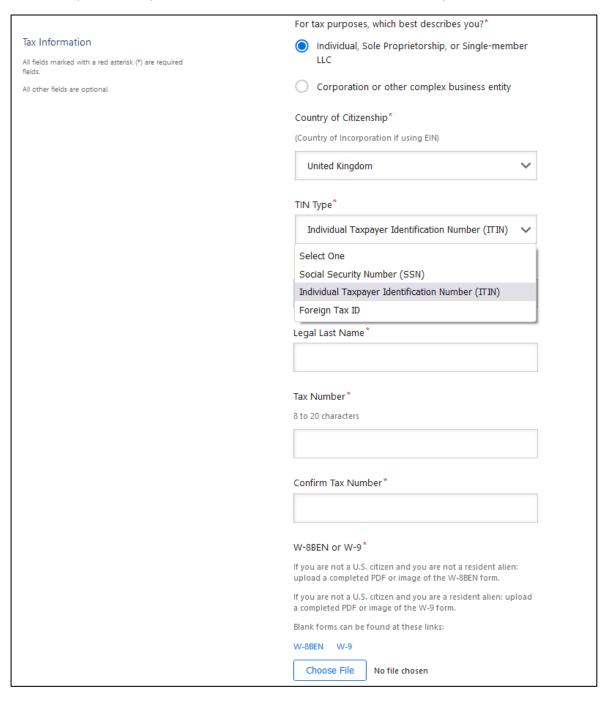
Please note that your Country of Citizenship = <u>Country of Residence for tax purposes</u>.

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.



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.

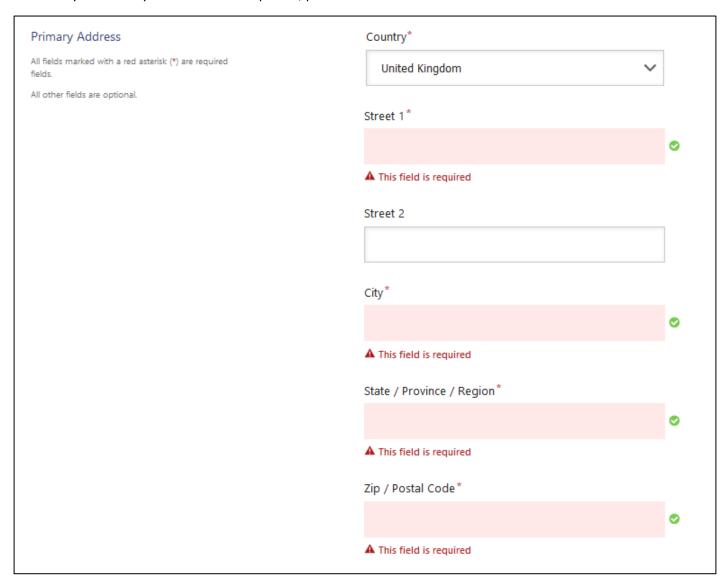
If you encounter issues such as your country not being listed or your phone number not fitting into the format provided, please contact <u>PW Support</u> for advice.

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* ext. S Preferred Email*
	Website
	Description of Goods or Services
	fi.

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.

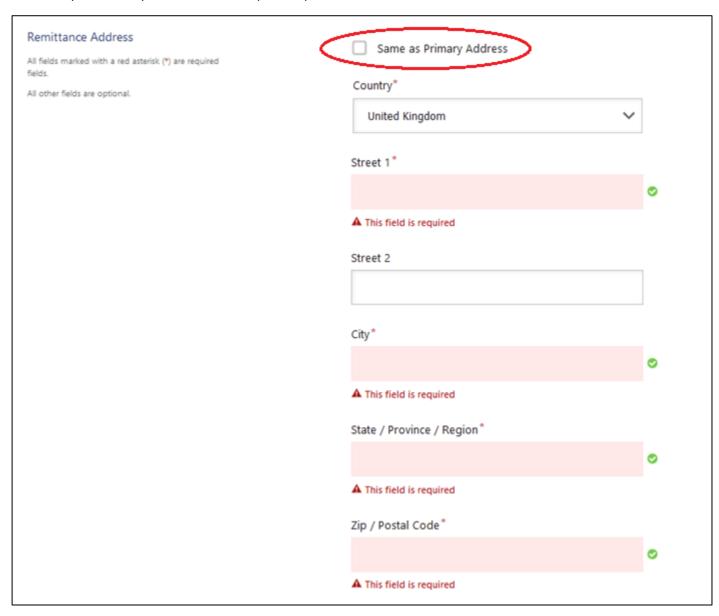
If your country does not have a zip code, please enter "00000".

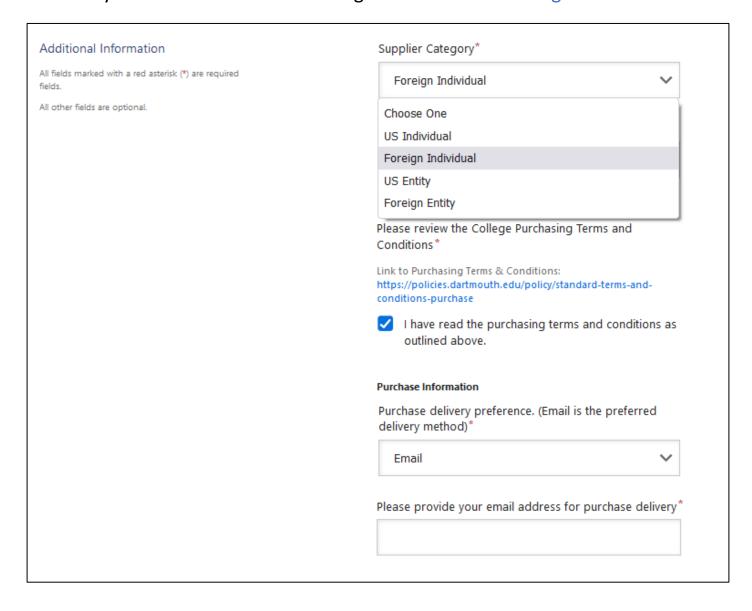


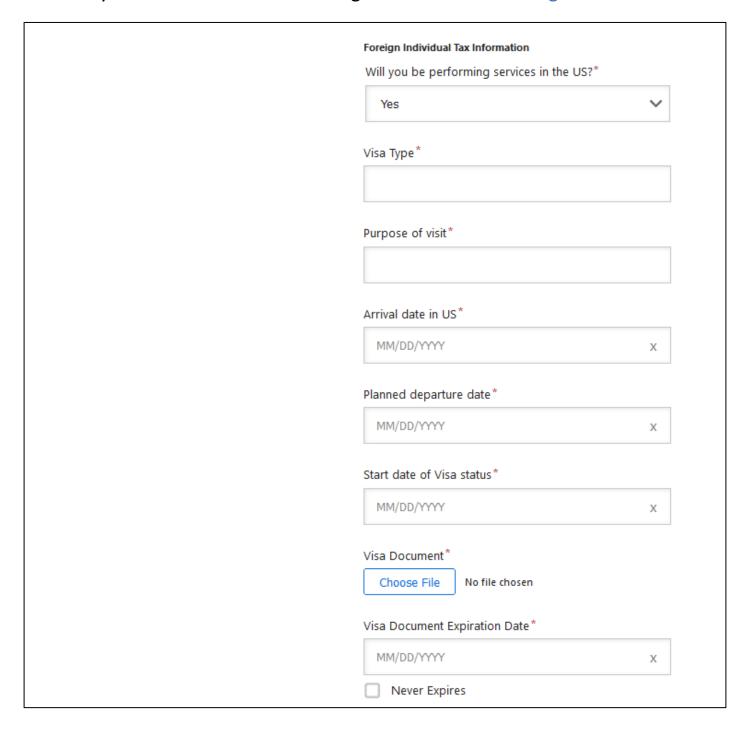
If the same, please select "Same as Primary Address" box.

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".





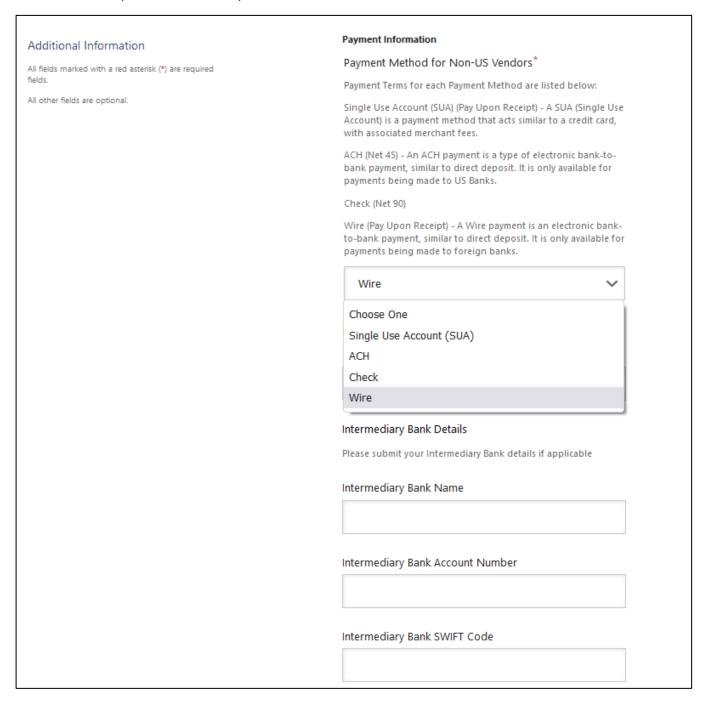


If you have a domestic bank account, ACH should be selected

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.



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.	
	Name on Account*
	Account Number*
	Confirm 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	
	City*	
	City	
	State / Province / Region*	
	Zip / Postal Code*	