

PaymentWorks New Vendor Registration Form

Foreign Individual

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 access the [PaymentWorks Help site](#) to review their resources and ask specific questions.

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PaymentWorks New Vendor Registration Form

Foreign Individual

Tax Information/ Entity Type

As a foreign individual, you would select **Individual, Sol Proprietorship, or Single-member LLC**, choose your Country of Citizenship, and select the correct TIN (Tax Identification Number) type.

- Please note that your Country of Citizenship = Country of Residence for tax purposes.
- 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.

The screenshot shows a web form titled "Tax Information" with a sub-header "For tax purposes, which best describes you?". The form includes several sections:

- Tax Information:** A note stating "All fields marked with a red asterisk (*) are required fields. All other fields are optional."
- Entity Type:** Two radio button options: "Individual or Sole Proprietorship" (selected) and "Corporation or other complex business entity".
- Country of Citizenship:** A dropdown menu with "United Kingdom" selected. A note below says "(Country of Incorporation if using EIN)".
- TIN Type:** A dropdown menu with "Individual Taxpayer Identification Number (ITIN)" selected. Other options include "Social Security Number (SSN)" and "Non-US Tax ID".
- Legal Last Name:** A text input field with the placeholder "Enter Text Here".
- Tax Number:** A text input field with the placeholder "Enter Text Here" and a note "8 to 20 characters".
- Confirm Tax Number:** A text input field with the placeholder "Enter Text Here".
- W-8BEN or W-9:** A section with instructions: "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." and "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." Below this are links for "W-8BEN" and "W-9", a "Choose File" button, and the text "No file chosen".

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Foreign Individual

Personal Information

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 *

Enter Telephone Here ext.

Preferred Email *

Website

Description of Goods or Services

©2024, 1:23:02 PM Save and Exit Next

PaymentWorks New Vendor Registration Form

Foreign Individual

Primary Address

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*
Select an Option
United States

Street 1*
Enter Text Here

Street 2
Enter Text Here

City*
Enter Text Here

State*
Select an Option

Zip / Postal Code*
Enter Text Here

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Foreign Individual

Remittance Address

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

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*
Select an Option
United States

Street 1*
Enter Text Here

Street 2
Enter Text Here

City*
Enter Text Here

State*
Select an Option

Zip / Postal Code*
Enter Text Here

Save and Exit [Next](#)

PaymentWorks New Vendor Registration Form

Foreign Individual

Payment Information

Please select whether you will be using a US Bank Account or a Non-US Bank Account to deposit your payment.

- If you have a Domestic Bank Account, select **USA Domestic Bank Account**. You will have 3 option for payment.
- If you have a foreign bank account, select **Non-US Bank Account** for WIRE.

The screenshot shows a web form titled "Payment Information". On the left, there is a sub-header "Payment Information" and two lines of text: "All fields marked with a red asterisk (*) are required fields." and "All other fields are optional." The main form area has a sub-header "Payment Information" and a label "Bank Location*" in red. Below this is a text prompt: "Please indicate whether you will be using a USA Domestic Bank Account or a Non-US Bank Account to deposit your payment." There is a dropdown menu with the placeholder text "Select an Option" and a small upward arrow. The dropdown menu is open, showing three options: "Choose One", "USA Domestic Bank Account", and "Non-US Bank Account". At the bottom right of the form, there are two buttons: "Save and Exit" and "Next".

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Banking Information

Banking information will need to be provided.

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 *

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

Email Address for Payment Notifications *

Bank Authorization *

PaymentWorks New Vendor Registration Form

Foreign Individual

Bank Address

Bank address will need to be provided.

Banking Information

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

[Choose File](#)
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

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*

Street 2

City*

State*
Select an Option

Zip / Postal Code*

[Save and Exit](#) [Next](#)

PaymentWorks New Vendor Registration Form

Foreign Individual

Additional Information

Foreign individuals should select the **Non-US Individual** Supplier Category option

Additional Information

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

All other fields are optional.

Please contact vendor.maintenance@nuvancehealth.org if you have questions related to the Additional Information section of the registration.

Supplier Category*

Select an Option

Non-US Individual

Choose One

US Individual

Non-US Individual

US Entity

Non-US Entity

Purchase Order Information

Do you accept Purchase Orders?*

Select an Option

Accounts Receivable Contact Information

Accounts Receivable Contact Name

Enter Text Here

Accounts Receivable Contact Phone Number

 Enter Telephone Here ext.

Accounts Receivable Contact Email

Enter Email Here

Accounts Receivable Contact Fax Number

Enter Text Here

Sales Contact Information

Sales Contact Name

Enter Text Here