



Cornell University

Registration Process in PaymentWorks For Individuals

International Payees and Suppliers



To begin the registration process, click on the link in the invitation email.

Cornell (Dev) - New Vendor Registration Inbox x



Cornell (Dev) (via PaymentWorks) <invitations@paymentworks.com>
to mstapleton398+TEST900 ▾

12:13 PM (2 minutes ago) ☆ ↶ ⋮



PaymentWorks

Dear Mary TEST900:

Cornell University is inviting you to register as either a new payee or new supplier. This is a two-step registration process utilizing our secure registration portal - PaymentWorks. Please [click here](#) to create your free PaymentWorks account. You will receive a second email which will enable you to verify the PaymentWorks account (within 72 hours) and sign in to complete the New Vendor/Payee Registration Form. If you have any questions about this email please contact Mary Stapleton at mstapleton398+DEV@gmail.com.

TEST To receive your honorarium, please follow the instructions above to complete the payee registration process. Thank you for your participation. Cornell Reference edoc #

To complete the New Vendor/Payee Registration Form, you will need a valid taxpayer identification number (either the business' federal employer identification number or the individual's social security number). If you wish to be paid via direct deposit (ACH payment), you will need either a voided check or your bank routing number and account number on company letterhead.

If you have questions regarding billing, invoices, or payments, please contact Cornell (Dev) directly.


If you encounter any problems regarding the PaymentWorks platform or specific aspects of the registration process, please review the help documentation or contact Support [here](#).

Sincerely,

Cornell University (Sandbox Dev) Procurement and Payment Services



You will be asked to create an account with PaymentWorks by clicking “Join Now”. If you already have a PaymentWorks account, use the login link to be directed to the Cornell University registration form.



Cornell (Dev)

Before registering as a new Cornell (Dev) supplier, you first need to create a free PaymentWorks account.

[Join Now](#)

Already registered on PaymentWorks? [Click here to login](#)

Payees (Suppliers)

Join PaymentWorks for Free

Your Information

Mary TEST900

Company Name / Doing Business As (optional)

Title

Telephone

mstaple

mstaple

Create P

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I agree to the [Terms of Service](#)

[Join Now](#)

● ○ ○ ○

Vendor Registration Step 1 of 4

Note: Please use the email address the invitation was sent to when creating your account.



Once you create your PaymentWorks account, you will receive an email from do-not-reply@paymentworks.com requesting that you verify your account and email address **within 72 hours** and complete the Cornell University registration form.

PaymentWorks Account Registration Inbox x

PaymentWorks <do-not-reply@paymentworks.com>
to mstapleton398+TEST900 ▾

Thanks for registering!

Verify your email within the next 72 hours to activate your account, and the

[Verify Your Email and Complete Your Registration](#)

Thank you,
PaymentWorks

PaymentWorks



Registration Almost Complete!

Click the Sign In button below to access and complete your New Vendor Registration Form.

Sign In



Vendor Registration Step 3 of 4



After signing in to PaymentWorks, you will be directed to the Cornell University registration form. The required fields are identified with a red asterisk (*).

The form has four sections:

1. Tax information and legal name
2. Personal contact information
3. Primary address
4. Additional information, including payment method preference.



Tax Information

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

All other fields are optional.

To ensure all appropriate fields are present, the first three questions on the form must be answered in order. The options in the following questions will change depending on your responses.

Select the arrow icon for a drop-down list of countries.

Fill in your First Name (given name) and Last Name (family name or surname).

If you have multiple given names, list them in the First Name field.

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*

Foreign Tax ID 

Legal First Name*

Legal Last Name*

Tax Number*

8 to 20 characters

Confirm Tax Number*

If you do not have an individual taxpayer identification number, please either:

- Enter your “last name first name” to meet the character requirements on the PaymentWorks form, or
- You may choose to request a PaymentWorks registration number to meet the form requirement.

Cornell will ensure that our records match the information entered on your attached W-8BEN (or W-9) form.



This information will help you determine which form to complete and attach.

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](#)

No file chosen

**Attach the completed, signed,
and saved form here.**



The fields that are typically completed are highlighted.

Please note that item 5 may not apply and that either item 6a or 6 b should be completed.

Form **W-8BEN** Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)

(Rev. October 2021) **For use by individuals. Entities must use Form W-8BEN-E.** OMB No. 1545-1621

Department of the Treasury Internal Revenue Service **Go to www.irs.gov/FormW8BEN for instructions and the latest information.** **Give this form to the withholding agent or payer. Do not send to the IRS.**

Do NOT use this form if:

- You are NOT an individual
- You are a U.S. citizen or other U.S. person, including a resident alien individual
- You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the United States (other than personal services)
- You are a beneficial owner who is receiving compensation for personal services performed in the United States
- You are a person acting as an intermediary

Instead, use Form:

- W-8BEN-E
- W-9
- W-8ECI
- 8233 or W-4
- W-8IMY

Note: If you are resident in a FATCA partner jurisdiction (that is, a Model 1 IGA jurisdiction with reciprocity), certain tax account information may be provided to your jurisdiction of residence.

Part I Identification of Beneficial Owner (see instructions)

1 Name of individual who is the beneficial owner 2 Country of citizenship

3 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address.
City or town, state or province. Include postal code where appropriate. Country

4 Mailing address (if different from above)
City or town, state or province. Include postal code where appropriate. Country

5 U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)

6a Foreign tax identifying number (see instructions) 6b Check if FTIN not legally required

7 Reference number(s) (see instructions) 8 Date of birth (MM-DD-YYYY) (see instructions)

Part II Claim of Tax Treaty Benefits (for chapter 3 purposes only) (see instructions)

9 I certify that the beneficial owner is a resident of _____ within the meaning of the income tax treaty between the United States and that country.

10 **Special rates and conditions** (if applicable—see instructions): The beneficial owner is claiming the provisions of Article and paragraph _____ of the treaty identified on line 9 above to claim a _____ % rate of withholding on (specify type of income): _____

Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding: _____

Part III Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income or proceeds to which this form relates or am using this form to document myself for chapter 4 purposes;
- The person named on line 1 of this form is not a U.S. person;
- This form relates to:
 - (a) income not effectively connected with the conduct of a trade or business in the United States;
 - (b) income effectively connected with the conduct of a trade or business in the United States but is not subject to tax under an applicable income tax treaty;
 - (c) the partner's share of a partnership's effectively connected taxable income; or
 - (d) the partner's amount realized from the transfer of a partnership interest subject to withholding under section 1446(f);
- The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country; and
- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.

I certify that I have the capacity to sign for the person identified on line 1 of this form.

Sign Here

Signature of beneficial owner (or individual authorized to sign for beneficial owner) Date (MM-DD-YYYY)

Print name of signer

For Paperwork Reduction Act Notice, see separate instructions. Cat. No. 25047Z Form **W-8BEN** (Rev. 10-2021)



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.

Preferred Email *

Website

Description of Goods or Services

Please enter your full name, phone number, and email address.

Alternatively, you may enter your “doing business as” name if you wish to have the payment issued to your business.

Note: Honoraria and guest lecturer payments are issued to individuals only.



Enter your primary address as it appears on on your tax forms.

Enter your remittance or payment address. If the same as your primary address, click the check box.

Purchase order suppliers only will be asked to provide both a mailing and email address for purchase orders.

Primary 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*

Select an option

▲ This field is required

Zip / Postal Code*

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*

Street 2

City*

State / Province / Region*

Select an option

▲ This field is required

Zip / Postal Code*

PO Vendor

Is PO Address Country the United States, Canada, Australia, or Other?*

Other

Country Name

PO Country*

United Kingdom

State/Province

PO Address 1*

PO Address 2

PO Address City*

PO Address Postal Code*

PO Attention

Method of PO Transmission*

Choose One



If you are a not US citizen or resident alien, please select foreign individual.

Please select how you want to be paid: check, US direct deposit (ACH), or international wire transfer. If you select ACH, you will be prompted to enter your bank account details and upload bank documentation.

Additional Information

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

Supplier Category*
Foreign Individual

Vendor information contact name*
Name of the person completing this registration

Vendor information email address*
Email of the person completing this registration

Vendor information phone number*
Phone number of the person completing this registration

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

Conflict of Interest*
Does any individual employed by Cornell University have a significant interest in your business?

Choose One

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

Do you offer discounted payment terms?
Choose One

Save And Exit Submit



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 Address

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

All other fields are optional.

Country*

United States

Street 1*

Street 2

City*

State*

Select a State

Zip / Postal 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*

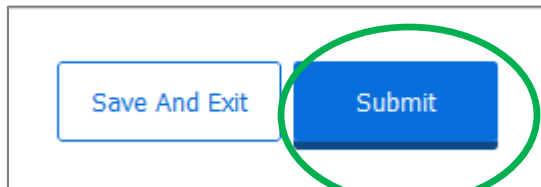
Bank Authorization*

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

I Agree



Click on the Submit button. If you receive an error for missing information, please scroll through the form to ensure all required fields are completed. The error will be identified with red text.



Submission Successful!

Your new vendor registration has been submitted successfully to Cornell (Dev).

As part of your registration process you **may** receive a phone call from PaymentWorks to review information you have submitted.

You will receive an email notification when your application has been approved.

Please note - this is not an authorization to perform services.

[Give Us Your Feedback](#) [Go To Your Dashboard](#)

Exit Tour

PaymentWorks Quick Tour

Start the full tour or use the links to navigate to a specific topic.

[Start the Tour >](#)

Or Choose a Topic

- Update Company Profile
- Invoice Status/send Inquiry
- Messaging
- Remittance
- Account Management
- Connecting to Customers

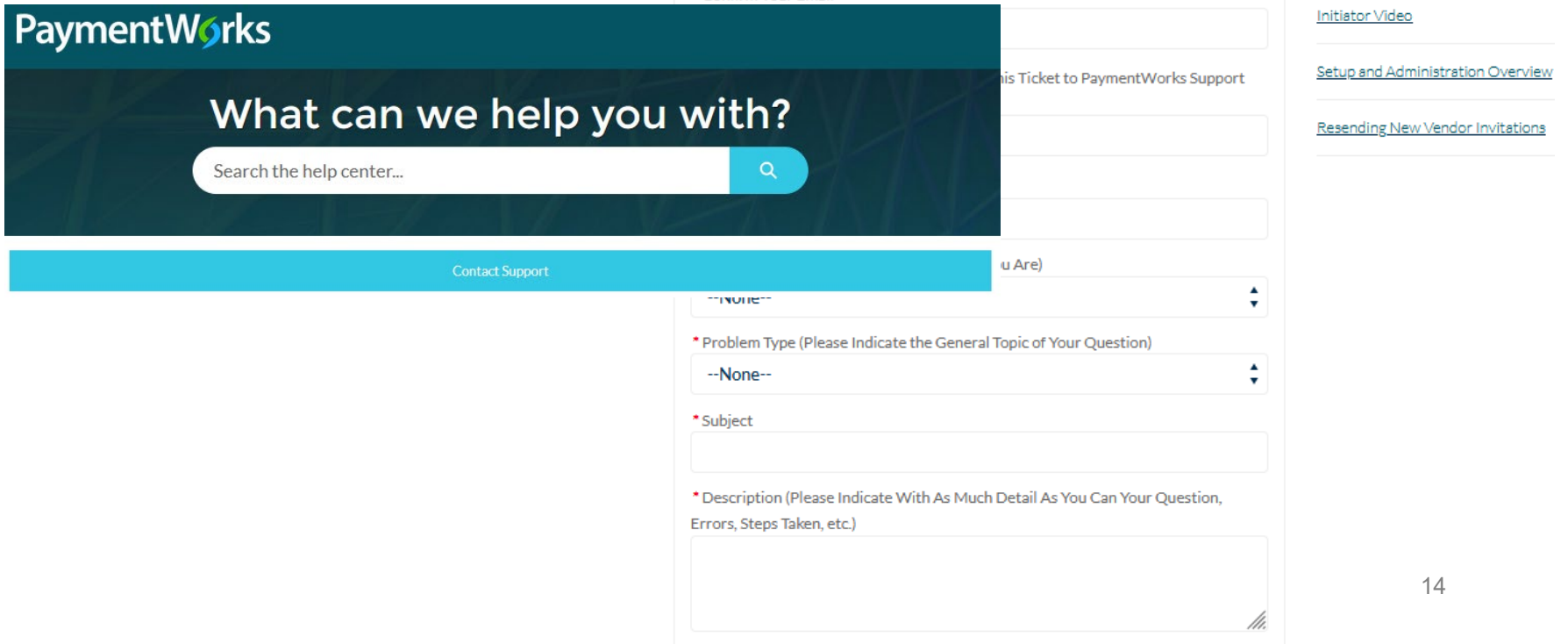


Select Help from the tool bar.



The navigation bar features the PaymentWorks logo on the left, a notification icon with '328' in the center, and user information 'Mary Stapleton, Cornell University' on the right. A red oval highlights the 'Help' button, which is positioned between the user name and the 'Account' and 'Logout' buttons.

Select Contact Support to create a Service ticket.



The form is titled 'What can we help you with?' and includes a search bar. Below the search bar is a 'Contact Support' button. The form fields are:

- Your Full Name (First and Last)
- Your Email (Please Enter a Single Email and Remove Any Extra Spaces) - Example: you@example.com
- Confirm Your Email
- Problem Type (Please Indicate the General Topic of Your Question) - Dropdown menu with '--None--' selected
- Subject
- Description (Please Indicate With As Much Detail As You Can Your Question, Errors, Steps Taken, etc.) - Text area

- ### Trending Articles
- [How to Contact PaymentWorks Support](#)
 - [October/November 2022 Release Notes](#)
 - [Onboarding Tracker](#)
 - [Sending Invitations](#)
 - [Initiator Video](#)
 - [Setup and Administration Overview](#)
 - [Resending New Vendor Invitations](#)