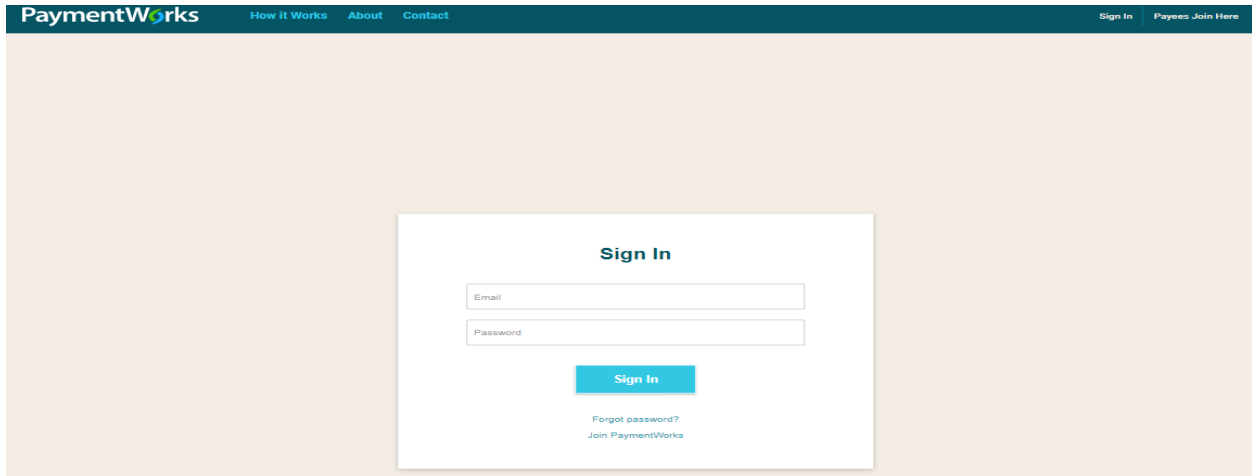


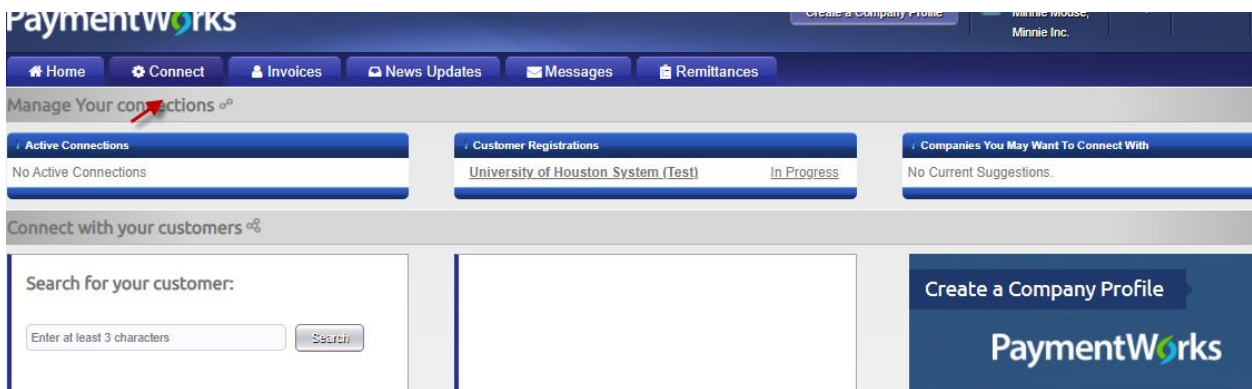
If I am non-US citizen, but I am a US resident aliens, how do I upload the document since PaymentWorks required W-8ben?

Please follow the steps below:

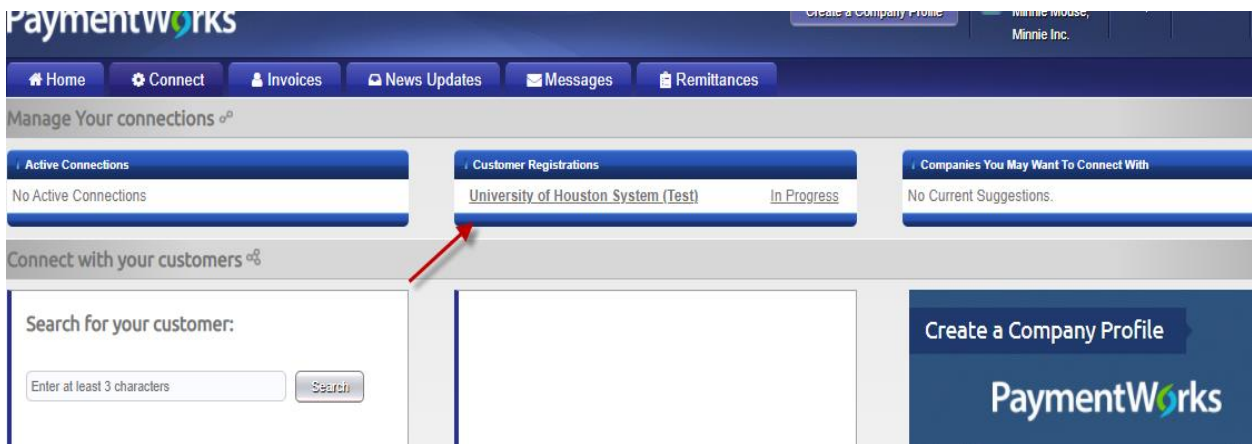
1. Log Into PaymentWorks at <https://www.paymentworks.com/accounts/login/>



2. Click the "Connect" tab



3. Click on the text that reads University of Houston System



4. You will be taken into the form. Please review all fields to ensure info. Especially go to the tax information section and Additional information. Please follow the steps below:

- 1) Please note that the tax information section must have the following information:
 - I. Country of Citizenship: indicate your non-US country of citizenship as appropriate.
 - II. W-8 Ben: Please go to irs.gov and complete a Form W-9. Sign and attach the W-9 in this location in PaymentWorks.
 - III. Click “choose file” to manually upload the W-9 Form to instead of the W-8 Ben

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)

Australia

TIN Type*
Social Security Number (SSN)

Legal First Name*
▲ This field is required

Legal Last Name*
▲ This field is required

SSN*
9 digits, no dashes or spaces

Confirm SSN*

W-8BEN
An image or PDF file can be used here. A blank form can be found at this link: W-8BEN

Choose File No file chosen

- 2) Please note that the additional information section must have the following information:
 - I. Supplier Category: please select US Individual, as appropriate based on your residency.

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

Supplier Category*
US Individual

Are you a University of Houston System employee (UH, UHCL, UHD, UHV, UHS)?*
Yes

Enter your University of Houston Employee ID*

- 3) Check if accurate and click the "Submit/Register" button at the bottom of the page to submit the form.

Street 2

City*

State*

Select a State ▾

Zip / Postal Code*



saved 6/11/2021, 8:18:11 AM

Save And Exit Submit