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/

Payment₩ ∮ rks	How it Works	About	Contact	Sign In	Payees Join Here
			Sign In		
			Email		
			Password		
			Sign In		
			Forgot password?		
			Join PaymentWorks		

2. Click the "Connect" tab

Payme	ntvvorks	5					Inpany Frome	Minnie Inc.	
🖶 Home	Connect	A Invoices	A News Updates	Messages	e Remittances				
Manage You	connections of	Þ							
Active Connect	ons		1 Custo	mer Registrations			Companies Y	ou May Want To Connect With	
No Active Conne	ections		Unive	ersity of Houston Syste	em (Test)	In Progress	No Current Su	uggestions.	
Connect with	your custome	rs ¤					_		
Search for	your customer						Create	a Company Profile	
Enter at least 3	i characters	Searci						PaymentW	irks

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

Payme	ntvvorks	5				Cleane a Cu	Inpany Frome	Minnie Inc.	
🖶 Home	Connect	A Invoices	News Updates	Messages	Remittances				
Manage You	connections of								
Active Connecti	ons		Custo	mer Registrations			Companies	You May Want To Connect With	
No Active Conne	ections		Unive	rsity of Houston System (<u>Fest)</u>	n Progress	No Current S	uggestions.	
Connect with	n your custome	rs ag							
Search for	your customer						Create	a Company Profile	
Enter at least 3	i characters	Searci	i					PaymentW	orks

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	For tax purposes, which best describes you?*
All fields marked with a red asterisk (*) are required fields. All other fields are optional.	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-88EN
	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.

	Supplier Category	
All fields marked with a red asterisk (*) are required fields.	US Individual	~
	Are you a University of Houston S UHCL, UHD, UHV, UHS)?*	ystem employee (UH,
	Yes	~
	Enter your University of Houston E	mployee ID*

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

