If I am a foreign vendor, I don't have SSN/ITIN/EIN number, what do I need to do?

1. Log Into PaymentWorks at <u>https://www.paymentworks.com/accounts/login/</u>
PaymentWorks How If Works About Cented

Paymentworks	HOW IT WORKS	About	Conact	tage te	Paynes Join Here
			Sign In		
			Ernal		
			Password		
			Sign in		
			Plangot pasaword? Join PlaymentNeona		

2. Click the "Connect" tab

# Home	Connect	A Invoices	News Updates	Messages	e Remittances		
anage You	r convections of						
Active Connect	ions		/ Cus	tomer Registrations			Companies You May Want To Connect With
Active Conne	ections		Univ	versity of Houston Sys	tem (Test)	In Progress	No Current Suggestions.
nnect with	n your custome	rs af					
innect with Search for	n your customer your customer	rs ¤%					Create a Company Profile

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

Paymentworks	Citalita	Minnie Inc.
# Home Connect 🛔 Invoices 🗅 New	s Updates 🔤 Messages 🛔 Remittances	
Manage Your connections o ^o		
/ Active Connections	/ Customer Registrations	/ Companies You May Want To Connect With
No Active Connections	University of Houston System (Test) In Progress	No Current Suggestions.
Connect with your customers %	1	
Search for your customer:		Create a Company Profile
Enter at least 3 characters		PaymentW ∫ rks

- 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. TIN Type: Indicate Foreign Tax ID as appropriate
- III. Tax number: please enter the TINS number was assigned by your own county

lax Information	For tax purposes, which best describes you?*
All fields marked with a red asterisk (*) are required fields.	Individual, Sole Proprietorship, or Single-member
All other fields are optional.	
	 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 *

- 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.

All fields marked with a red asterisk (*) are required fields.	US Individual	`
All other fields are optional.	Choose One	_
	US Individual	
	Foreign Individual	
	US Entity	
	Foreign Entity	
	165	
	Enter your University of Houston Employee ID*	
	Enter your University of Houston Employee ID*	
	Enter your University of Houston Employee ID*	

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

	Street 2	
	Chul	
	City	
		,
	State*	
	Select a State	
	Zip / Postal Code*	
		*
saved 6/11/2021, 8:18:11 AM	Save And Exit	Submit