How do I complete the tax classification field in PaymentWorks?

Vandar Tura	Tax Information	Additional Information	
Vendor Type	For Tax Purpose	Tax classification	Supplier category
Individual	Individual, Sole Proprietorship, or Single-member LLC	Individual	US individual
Business	Individual, Sole Proprietorship, or Single-member LLC	Sole Owner (Sole Proprietor)	US Entity
Business	Individual, Sole Proprietorship, or Single-member LLC	Single-member LLC	US Entity
Business	Corporation or other complex business entity	C Corporation	US Entity
Business	Corporation or other complex business entity	S Corporation	US Entity
Business	Corporation or other complex business entity	Partnership	US Entity
Business	Corporation or other complex business entity	LLC Taxed as C Corporation	US Entity
Business	Corporation or other complex business entity	LLC Taxed as S Corporation	US Entity
Business	Corporation or other complex business entity	LLC Taxed as Partnership	US Entity
Business	Corporation or other complex business entity	Other	US Entity

Note: if you select tax purpose as Corporation or other complex business entity, there are several scenarios. Please follow the steps below:

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

PaymentW o 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

Paymentwor	<s< th=""><th></th><th></th><th>Cieale a Cu</th><th></th><th>innie Inc.</th></s<>			Cieale a Cu		innie Inc.
Home 🔅 Connect	A Invoices	News Updates	Messages 📑 Remitt	ances		
Manage Your convection	; o ⁰					
Active Connections		/ Cust	omer Registrations		Companies You Ma	y Want To Connect With
No Active Connections		Univ	ersity of Houston System (Test)	In Progress	No Current Sugges	tions.
Connect with your custor Search for your custor Enter at least 3 characters		ı				ompany Profile NymentWorks

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

Payme	ntvvorks					C CHANNER OF		Minnie Inc.	
🖶 Home	Connect	A Invoices	News Updates	Messages	E Remittances				
Manage You	connections °°								
Active Connecti	ons		/ Custo	mer Registrations			Companies	You May Want To Connect With	
No Active Conne	ections		Unive	rsity of Houston Syst	em (Test)	In Progress	No Current S	uggestions.	
Connect with	your customer	rs ag							
Search for	your customer:						Create	a Company Profile	
Enter at least 3	characters	Search						PaymentW	rks

4. You will be taken into the form. Please go to tax information section. When you select the Corporation or other complex business entity as your tax purpose, there are many different tax classifications. Please see the screenshot below: (<u>Table of Comparisons</u> <u>Between PaymentWorks and W9 form</u> on the next page)

Tax Information	For tax purposes, which best describes you?*				
	Individual, Sole Proprietorship, or Single-member				
All fields marked with a red asterisk (*) are required fields.	LLC				
All other fields are optional.	Corporation or other complex business entity				
	Country of Incorporation or Organization*				
	United States 🗸				
	Business Legal Name* Legal Name is defined as your company's official name that appears on government and legal forms and is tied to your				
	company's Tax Identification number.				
	EIN *				
	9 digits, no dashes or spaces				
	s digits, no dashes of spaces				
	Confirm EIN*				
	Tax Classification *				
	This can be found on section 3 of your W-9.				
	LLC taxed as Partnership				
	Choose One				
	C Corporation S Corporation				
	Partnership				
	Trust/Estate				
	LLC taxed as C Corporation LLC taxed as S Corporation				
	LLC taxed as Partnership				
	Other				
	Ves Yes				

Table of Comparisons						
Between PaymentWorks and W9 form						
PaymentWorks	W-9 FORM					
Tax Information Tax Classification* All other fields are optional. This can be found on section 3 of your W-9. LLC taxed as Partnership Choose One C Corporation S Corporation Partnership Trust/Estate LLC taxed as C Corporation LLC taxed as C Corporation LLC taxed as S Corporation LLC taxed as C Corporation LLC taxed as C Corporation LLC taxed as C Corporation LLC taxed as C A Corporation LLC taxed as C A Corporation LLC taxed as Partnership Other	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☐ Other (see instructions) ▶					
C Corporation	C Corporation					
S Corporation	S Corporation					
Partnership	Partnership					
LLC Taxed as C Corporation	Limited Liability Company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <u>C Corporation</u>					
LLC Taxed as S Corporation	Limited Liability Company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <u>S Corporation</u>					
LLC Taxed as Partnership	Limited Liability Company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <u>Partnership</u>					
Other	Other (see instructions)					

Table of Comparisons between PaymentWorks and W9 form