Help Guide for Payees and Suppliers

SUMMARY

This document is used to provide examples and guidance for some of the questions that foreign entities will see as they progress through the registration process.

This captures most of the required questions, indicated on the form by a *

There may be additional questions that appear based on the selections made.

Please access the <u>PaymentWorks Help site</u> to review their resources and ask specific questions.

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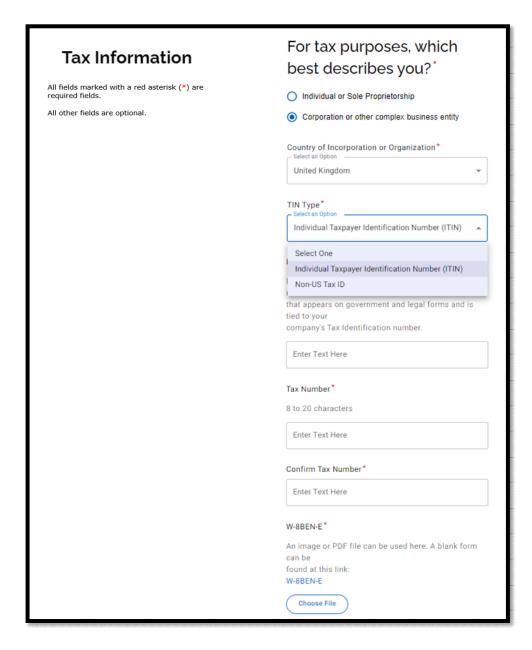
Tax Information

As a foreign entity, you would select **Corporation**, choose your Country of Citizenship, and select the correct TIN (Tax Identification Number) type.

- Business Legal Name and Tax Number are required fields.
- If your country does not have a Foreign Tax ID, please work with PW Support to get a temporary ID.

If you have both an Individual Taxpayer Identification Number (ITIN) **AND** a Foreign Tax ID, please select **ITIN** and enter that into the form.

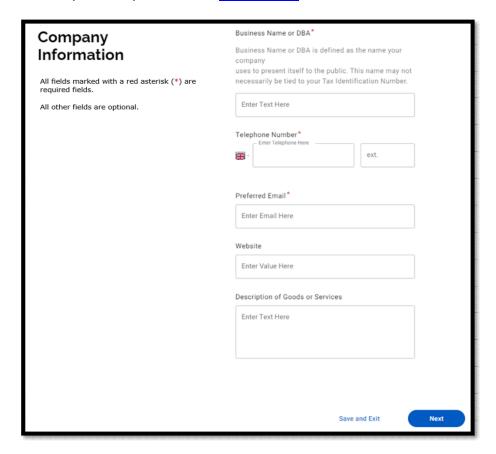
You must upload a completed W-8BEN-E form, and provide your DUNS number if it's applicable.



Company Information

Enter your Business Name or Doing Business As name – this is what your selected payment will be made out to. Please select the country and enter your phone number.

If you encounter issues such as your country not being listed or your phone number not fitting into the format provided, please contact **PW Support** for advice.

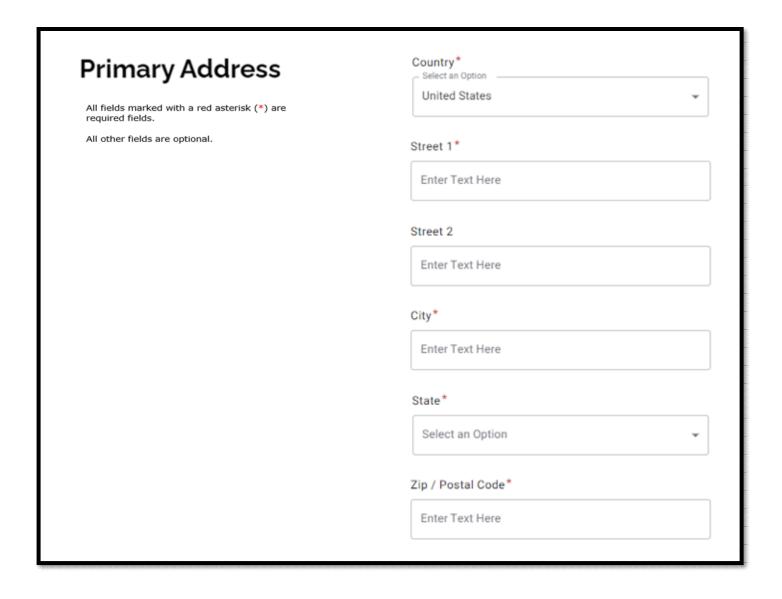


Primary Address

This is the address you want any tax-related information sent, e.g., Form 1042S. It should correspond to the address used on your tax filings.

Foreign addresses may have different formats and structures. *Please do your best to provide the information using the fields provided*.

If your country does not have a zip code, please enter "00000".



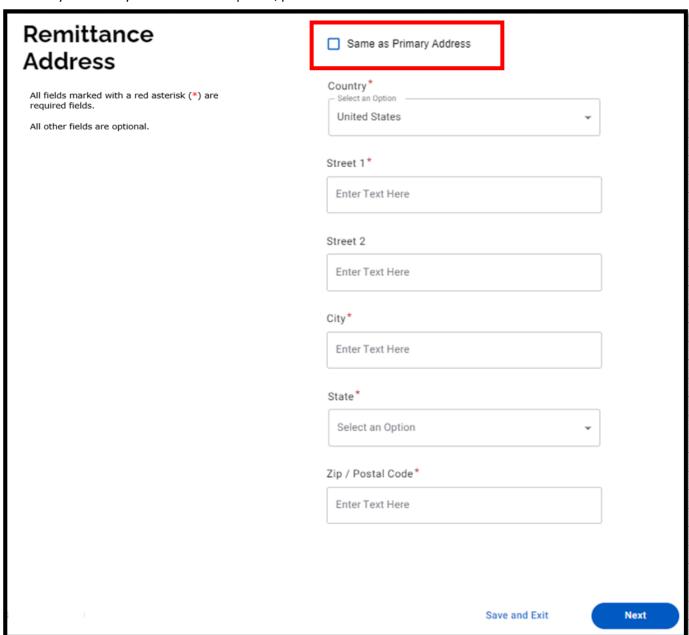
Remittance Address

This is the address where the payment should be mailed, if different than the Primary Address.

If the same, please select "Same as Primary Address" box.

Foreign addresses may have different formats and structures. *Please do your best to provide the information using the fields provided.*

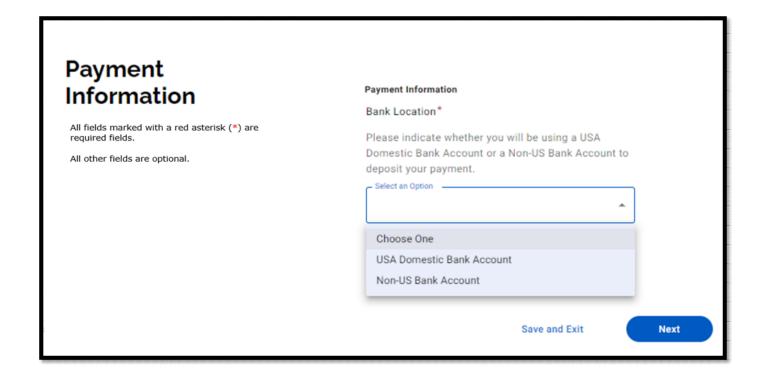
If your country does not have a zip code, please enter "00000".



Payment Information

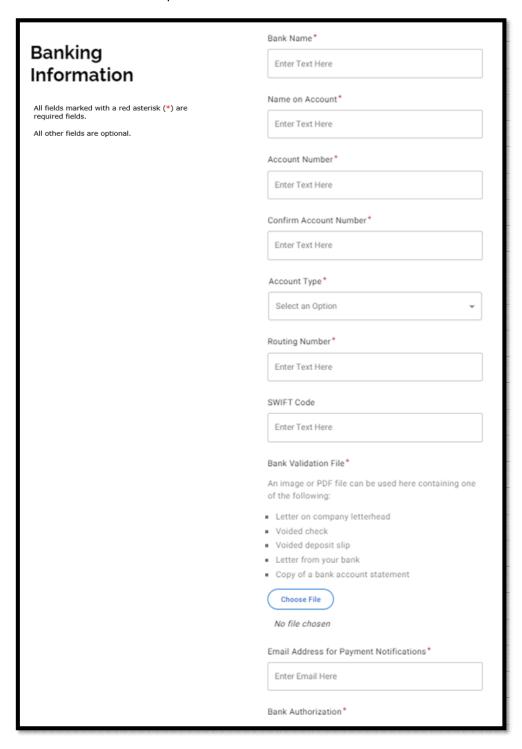
Please select whether you will be using a US Bank Account or a Non-US Bank Account to deposit your payment.

- ➤ If you have a Domestic Bank Account, select **USA Domestic Bank Account**. You will have 3 option for payment.
- If you have a foreign bank account, select **Non-US Bank Account** for WIRE.



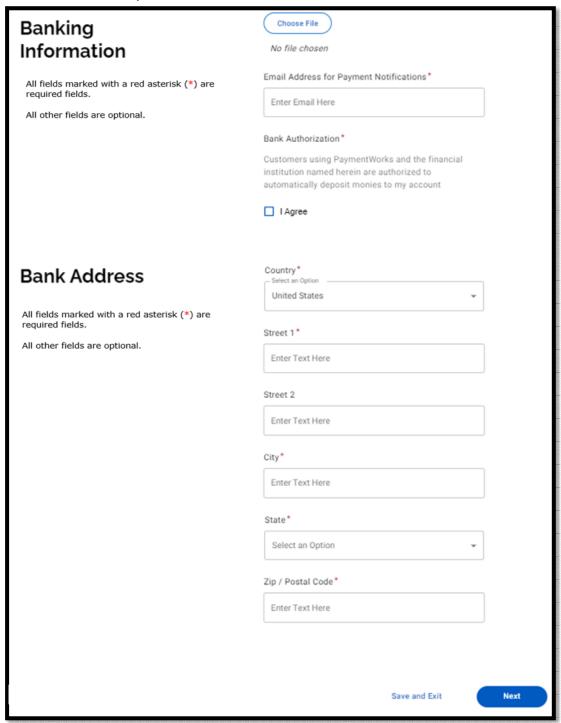
Banking Information

Banking information will need to be provided.



Bank Address

Bank address will need to be provided.



Additional Information

Foreign entities should select the Non-US Entity Supplier Category option.

