



PennState

PaymentWorks

NEW SUPPLIER REGISTRATION

Foreign Individual Supplier

Office of Central Procurement
PSUsuppliers@psu.edu

SUMMARY

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

This captures most of the required questions, indicated on the form by a red asterisk (*).

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

If at any time you need to exit the application, you may hit Save and Exit at the bottom of the page. Once ready to complete the application, you may resume where you left off.

General Help:

For assistance with registering, please visit the General Help link below or contact psusuppliers@psu.edu.

<https://community.paymentworks.com/payees/s/topic/0TO3k000001uFcNGAU/completing-your-registration>

Submitting a Support Ticket:

<https://community.paymentworks.com/payees/s/contactsupport>

You will need to select Individual and choose your Country of Citizenship in the first section. Next you will get a drop-down menu of the types of tax IDs applicable to your country, select the correct TIN (Tax Identification Number) type. Please note:

- Your Country of Citizenship = Country of Residence for tax purposes.
- Legal First and Last name are required fields, as well as the Tax Number.
- If your country does not have a Foreign Tax ID, please work with **PW Support** to get a temporary ID.
- If you have a United States Social Security Number (SSN) **OR** an Individual Taxpayer Identification Number (ITIN) **AND** a Foreign Tax ID, please provide either your SSN or ITIN in that selection.

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)

United States

You must upload a completed tax form (W-8BEN form or W-9) based on your status, as described on the screen. Blank forms are available for download in the application.

W-8BEN or W-9*

If you are not a U.S. citizen and you are not a resident alien: upload a completed PDF or image of the W-8BEN form.

If you are not a U.S. citizen and you are a resident alien: upload a completed PDF or image of the W-9 form.

Blank forms can be found at these links:

[W-8BEN](#) [W-9](#)

Choose File

No file chosen

Enter your Full Name or Doing Business As name (if applicable). This is the name under which you will receive payment under.

Please select your country and enter your phone number. Website and description of goods are optional fields.

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.

Personal Information

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

Your Full Name or DBA (doing business as) Business Name

*

Enter your full name, or your business name as you would like it to appear on a check or other form of payment made out to you.

Telephone Number*

 ext.

Preferred Email*

Website

Description of Goods or Services

Primary address:

This is the address listed on your W8BEN form and the one you use to file your tax related documents and residency information.

Foreign addresses may have different formats and structures. All fields in the below section are required (other than the “street 2” field). You may see fields that do not apply to you. Please do your best to fill in all the fields, if you are not sure how to fill out a certain field or get an error message after typing in your address, please contact PW Support.

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

Primary Address

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

Country*

United States



Street 1*

Street 2

City*

State*

Select a State



Zip / Postal Code*

Remittance Address:

This is the address where the payment should be mailed if different than the Primary Address (i.e., if you have a PO Box where your mail gets sent, or you are currently residing in the US but are a citizen of another country). If the same as the primary address, please select **“Same as Primary Address”** box.

Remittance Address

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

 Same as Primary Address

Country*

United States 

Street 1*

Street 2

City*

State*

Select a State 

Zip / Postal Code*

Additional Information:

You will select the same category as you did in the first section (international individual) for this question.

Additional Information

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

Please contact psusuppliers@psu.edu if you have questions related to the Additional Information section of the registration.

Supplier Category*

Please choose a selection that best applies to you

If you would like to change the above Supplier Category Question to US or International Entity, please revise this question to show the option as "Choose One."

If at any point an individual is classified as an employee to be paid via Payroll Services, they will be prompted to not proceed with the online enrollment. If that happens, they should contact psusuppliers@psu.edu for further direction

Choose One	▼
Choose One	
US Individual	
International Individual	
US Entity	
International Entity	

PLEASE NOTE:

If you complete this additional information section as an International or US Individual and realize that was not the correct selection, you will need to reset this portion of the application.

To reset, you will need to select the individual option you originally chose as the classification. Then, select "Choose One" under the next selection. After completing this step, you may select the correct classification and continue with the application.

Select the option that best applies to your situation as an applicant. If none of the option fit for your purpose for applying, please select "International None of these Apply".

Choose One	▼
Choose One	
International Research Participant	
International Honorarium/Guest Lecturer	
International Lion Cash	
International None of these Apply	

The following set of questions relate to whether you have ever been employed by Penn State or paid by Penn State's payroll system. If you have never been employed by Penn State and don't plan to be an employee in the next 12 months, you can answer "No" to these questions.

**If you are answering Yes to any of the below questions please stop and contact psusuppliers@psu.edu. **

Are you or are you aware of anyone at your organization this is a current or past employee in the University Payroll System? *

 

Are you or are you aware of anyone at your organization that was on record as an employee of the University any time during the last twelve months? *

 

To the best of your knowledge, will the University hire this individual as an employee immediately following the termination of this service? *

 

Please answer the following questions as best as possible for your situation. If you do answer “Yes” to any of the below, you may continue with the application.

Do you, or does anyone at your organization know if they will provide the same or similar services while an employee?*

 

To the best of your knowledge, is the individual a Guest Lecturer who lectures at only a few sessions for a week or less during the calendar year?*

 

Do you know if they will they be teaching more than a week?*

 

Are you, or is anyone at your organization aware if the individual will provide the same or similar services to other entities or to the general public as part of a trade or business?*

(e.g. had Federal ID#, letterhead, invoices, advertising, etc.)

 

Are you or is anyone at your organization aware if the University will provide the specific instructions regarding the performance of the required work rather than rely on the individual's expertise?*

 

Will the University set the number of hours and/or days of the week that the individual is required to work, as opposed to allowing the individual to set own work schedule?*

 

Payment Information:

As an international individual you will be required to enter banking details so you can be paid via Wire as we do not send paper checks internationally (*exception: Canada*).

Payment Information

Bank Location *

Please indicate whether you will be using a US bank account or a foreign bank account to deposit your payment.

Choose One
US Bank
International Bank

If you have a foreign bank account, please choose “Wire” here.

Payment Method for Payees with a **Foreign Bank Account** *
Choose One
Wire
Check

If you have a US bank account please choose “Wire”.

Payment Method for Payees with a **US Bank Account** *
Choose One
ACH
Wire
Check

You will need to provide the following bank information:

Bank Name *

Name on Account *

Account Number *

Confirm Account Number *

Account Type *

Routing Number *

SWIFT Code

Bank Validation File *

An image or PDF file can be used here containing one of the following:

- Letter on company letterhead
- Voided check
- Voided deposit slip
- Letter from your bank
- Copy of a bank account statement

Choose File

No file chosen

Bank Address

All fields marked with a red asterisk (*) are required fields.

All other fields are optional.

Country *

United States

Street 1 *

Street 2

City *

State *

Select a State

Zip / Postal Code *

**If you do not have this information readily available, you may add your banking details in your supplier portal later. However, we cannot send your international payment without them. **

You will be asked to provide an email for payment notifications and agree to the bank authorization.

Email Address for Payment Notifications *

▲ This field is required

Bank Authorization *

Customers using PaymentWorks and the financial institution named herein are authorized to automatically deposit monies to my account

I Agree

You can now choose to “Save and Exit” or “Submit” the application. Saving the application will not submit the application Penn State.

Once the application has been submitted it go to Penn State Procurement and PaymentWorks to be reviewed.

***Thank You for choosing to become a supplier
with Penn State University!***