Invitation Request from PaymentWorks

What does a Supplier see...

PaymentWorks sends an email to the supplier with the following:
An individual will see the following:
Tax Information

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

Generate Electronic W-9

When you use PaymentWorks, we will create an IRS form W-9 for you automatically, unless you opt out. Electronic W-9's are convenient for you and provide enhanced security for your information. You may wish to opt-out of electronic W-9 generation if you have any exemptions (Section 4) or specific signature requirements (see instructions on page 4 and 5 of the W-9).

☐ Yes
☐ No

Form W-9 Certifications

You have chosen to submit your Form W-9 electronically. Please confirm the following certifications:

Tax ID Type

☒ The Tax ID number shown on this form is my correct taxpayer identification number

Backup Withholding

☒ I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Citizenship

☒ I am a U.S. citizen or other U.S. person

Certification Instructions

You must uncheck item 2 ("Backup Withholding") above if you have been notified by the IRS that you are currently subject to backup withholding.
Tax Information

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

You must uncheck item 2 ("Backup Withholding") above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign this certification, but you must provide your correct TIN. See the instructions for Part II on page 3 of the IRS form W-9.

Personal Information

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

Full Name (or DBA) *
Jane Smith

Telephone Number *
USA: (732) 732-7321 ext.

Preferred Email *
RU@gmail.com

Website

Description of Goods or Services
	ext

Primary Address

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

Country *
United States

Street 1 *
123 main

Street 2

City *
New Brunswick

State *
New Jersey

Zip / Postal Code *
08901

Remittance Address

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

Same as Primary Address
Please click the following link to learn about the Rutgers supplier naming convention. Your name/business name must be formatted accordingly or registration will not be approved:
https://procurementservices.rutgers.edu/hr/pms/notes/naming-convention

If Rutgers needs to deliver a purchase order to you, please confirm delivery method

Email

Email for Purchase Orders
RU@gmail.com

Supplier Category
US Individual

Will the address on your invoice be the same as the remittance address above?

Yes

Remittance Contact First Name

Remittance Contact Last Name

Purchase Order Contact Name

Purchase Order Contact Email

Purchase Order Contact Phone Number

Please include your country code, area code and extension

Save And Exit Submit
An Entity will see the following:
Tax Information

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

Tax ID Type

☑️ The tax ID number shown on this form is my correct taxpayer identification number.

Backup Withholding

☑️ I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Citizenship

☑️ I am a U.S. citizen or other U.S. person.

Certification Instructions

You must uncheck item 2 ("Backup Withholding") above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II on page 3 of the IRS Form W-9.

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If applicable