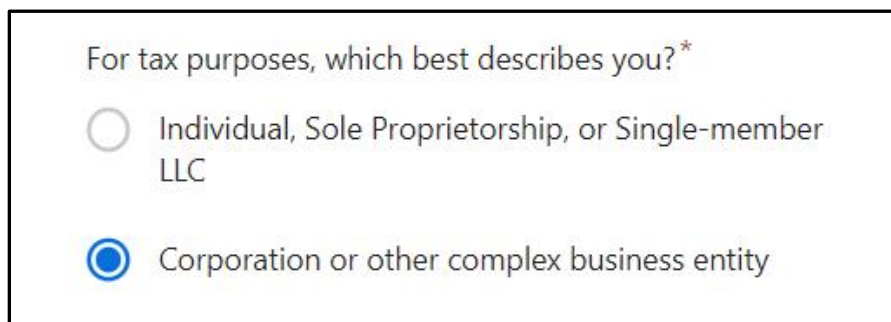


Correcting Tax Classifications Within PaymentWorks (Vendor Instructions)

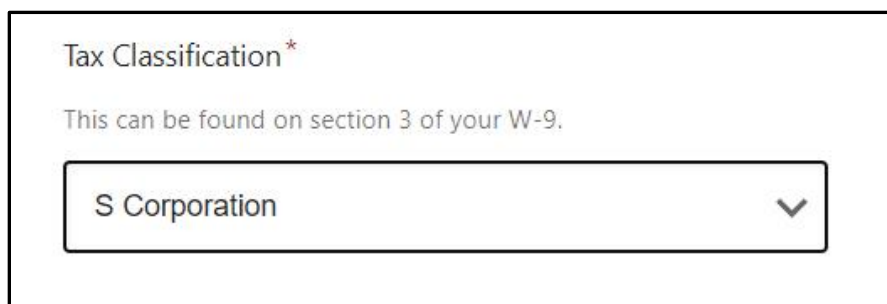
1. Login to paymentworks.com
2. Under **Customer Registrations**, they click on the **In Progress** link that is next to **Kent State University**



3. You will now be looking at your registration form. Review the first question.
 - a. If the supplier/vendor who you are registering is an individual/sole proprietor or single-member LLC, click the **Individual, Sole Proprietorship, or Single-member LLC** radio button.
 - b. If the supplier/vendor's tax classification is anything else, click the **Corporation or other complex business entity** radio button.

A screenshot of a form question: "For tax purposes, which best describes you? *". There are two radio button options. The first option is "Individual, Sole Proprietorship, or Single-member LLC" with an unselected radio button. The second option is "Corporation or other complex business entity" with a selected radio button (indicated by a blue dot).

4. Further down the page, under **Tax Classification**, choose the supplier/vendor's correct specific classification, from the drop down menu.

A screenshot of a form section titled "Tax Classification *". Below the title is a note: "This can be found on section 3 of your W-9." Below the note is a dropdown menu. The dropdown menu is open, showing "S Corporation" as the selected option. A downward arrow is visible on the right side of the dropdown box.

5. In the next section down, mark **Yes** to generate a new W9 or choose to upload the vendor/supplier's W9.
6. When all changes have been made, submit the registration once again (click button at the bottom).