

Verifying SSN/EIN and Legal Name in PaymentWorks

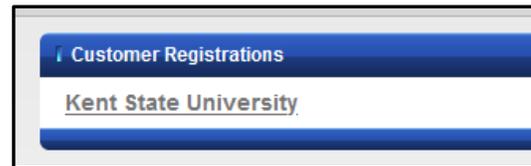
When a payee/vendor submits a Kent State University new vendor registration (NVR) form, PaymentWorks performs an IRS TIN match. The TIN match process ensures that the legal name and tax identification number that were submitted on the registration form match, per IRS records. A match is required in order for the registration form to move forward in the onboarding process.

There are two reasons why NVRs fail the IRS TIN match process:

- Incorrect legal names and/or tax identification numbers. The names and SSN/EINs provided must match government (IRS) records.
- New EINs or recently changed EINs/names. Be aware that these changes can take up to four weeks to update in the IRS's database.

NVRs that fail the IRS TIN match process, will be returned to the payee/vendor. The payee/vendor must take the following steps in order for the NVR to move forward in the onboarding process:

1. Login to PaymentWorks at www.paymentworks.com
2. Select the **Connect** tab and then click on **Kent State University** under *Customer Registrations*.



3. Make any corrections needed to the payee's/vendor's legal name and SSN/EIN

Are you using an SSN or EIN? *

SSN
 EIN

Legal First Name *

Jane ✓

Legal Last Name *

Smith ✓

SSN *

9 digits, no dashes or spaces

123456789 ✓

Confirm SSN *

123456789 ✓

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.

Grandville Corporation ✓

EIN *

9 digits, no dashes or spaces

123456789 ✓

Confirm EIN *

123456789 ✓

4. Click **Submit**.