

Submitting W-9 Information Within PaymentWorks (Vendor Instructions)

1. Login to paymentworks.com
2. Under **Customer Registrations**, within the **Connect** tab, 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 section titled **Generate Electronic W-9**
4. If the supplier/vendor you are registering would like PaymentWorks to create an IRS form W-9 based on the information you supplied click the **Yes** radio button

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

5. If the supplier/vendor you are registering would rather upload a copy of their IRS form W-9 instead of having PaymentWorks generate one, you may opt out by selecting the **No** radio button. Selecting **No** will prompt the system to allow a manual file upload. If opting out of the PaymentWorks electronically generated IRS form W-9, you *must* upload a completed and signed W-9

Generate Electronic W-9*

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Yes

No

- a. If you require a blank IRS form W-9 a link to the blank form has been provided for your convenience

W-9*

An image or PDF file can be used here. A blank form can be found at this link:

[W-9](#)★



- b. To upload a completed IRS form W-9 click on the **Choose File** button and follow the prompts to attach your completed file

6. When all required changes have been made, resubmit your registration by clicking the **Submit** button at the bottom of the page

