



**What if my Tax ID has Changed?
(Vendor Instructions)**

1. If you will be doing business under a tax identification number other than what was provided when you onboarded with Kent State University, a new PaymentWorks profile will need to be created.
 - a. Any request to update the tax identification number on an established PaymentWorks account with Kent State will be denied.
 - b. A full registration must be submitted under each tax identification number in order to continue doing business with Kent State.
2. To register under a new profile, reach out to your point of contact at Kent State and ask them to send a new vendor invitation.
 - a. Explain to your point of contact that you are doing business under a different tax identification number.
 - a. The invitation must be sent to a different email address than what was used to onboard with Kent State previously.
 - b. If you do not have a point of contact at Kent State, send your request to vendmgmt@kent.edu.