



Procurement Services Office (PSO)

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RIT PAYMENTWORKS GUIDE INTRODUCTION

RIT has partnered with PaymentWorks, a third-party vendor onboarding and maintenance tool. With PaymentWorks, departments can now act as “Initiators” and send PaymentWorks registration invitations directly to their vendors before submitting a payment request.

- Invitations can be sent at any time before a requisition is ever submitted.
- Creates greater efficiency for payment.
- Reduces efforts and time required for vendors to distribute new payment information.
- Decreases fraud risk by validating vendor information before payment is issued.

VENDOR REGISTRATION IN PAYMENTWORKS

As a vendor conducting business with RIT, you will receive an invitation to participate in the PaymentWorks platform.

Before beginning your PaymentWorks registration process, please make sure you have a tax form and bank validation file on hand for upload.

Bank Validation includes one of the following:

- Letter on company letterhead
- Voided Check
- Voided Deposit slip
- Bank Statement
- Letter from your bank

INITIAL SIGN UP WITH PAYMENTWORKS

1. Complete your information
2. Create a password
3. Submit information
 - a. Once information is submitted, PW support will send a confirmation email to you to verify your email address within 72 hours.



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4. Sign in and complete the remaining information
 - a. The process will prompt a multi-factor authentication step **(phone call OR text to you)**
 - b. If you are having trouble with multi-factor authentication, please contact PW support for assistance.

COMPLETING THE NVR (NEW VENDOR REGISTRATION) FOR RIT

When your account is confirmed, below is the screen you should see to complete the NVR specific to RIT.

The below sections will help guide you through this process.

Please note that required fields are marked with an * throughout the registration form.



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Welcome



Tax Information



Addresses



Additional Information



RIT (test)

New Vendor Registration

Welcome, Jessica Hishman!

In order to onboard as a new vendor, you will have to fill out and submit the following form to **RIT (test)**.

You will be notified by email when your application is processed.

GENERAL TAX INFORMATION



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Identify ownership type, country of citizenship, and type of taxpayer identification number. Identify taxpayer identification number as either Social Security Number (SSN), Employer Identification Number (EIN), Individual Taxpayer Identification Number (ITIN) or Foreign Taxpayer Identification Number.

Do not enter a Doing Business As (DBA) name in the Legal Name field. The Company Information section includes a field for business, trade, or DBA name.

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.

- **TIN or Taxpayer Identification Number** – This an ID number used by the IRS to identify taxpayers. This field is required by PaymentWorks for all registrations. *If you do not have a TIN, please contact [PaymentWorks support](#) for a substitute number.*
- **SSN or Social Security Number** – A nine-digit number that the US Social Security Administration issues to US citizens, permanent residents, and temporary (working) residents.
- **ITIN or Individual Taxpayer Identification Number** – a US tax processing number the Internal Revenue Service issues to people who are required to have a US taxpayer identification number but who are not eligible to obtain a social security number.
- **EIN or Employer Identification Number** (or Federal Employer Identification Number) – a unique nine-digit number assigned by the Internal Revenue Service to businesses operating in the US.
- **Foreign Taxpayer Identification Number** – a taxpayer identification number that may be issued by a country other than the US to an individual, business, or any other entity. Both foreign individuals and entities that do not have a US taxpayer ID number should select this option.



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Important: If you do not enter your Business Legal Name and Tax Information number exactly as indicated on your tax documents, your registration will be returned to you for correction. RIT cannot reissue an invitation at this stage.

US INDIVIDUAL, SOLE PROPRIETOR, SINGLE MEMBER LLC OR CORPORATION



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Tax Information

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

All other fields are optional.

For tax purposes, which best describes you? *

- Individual or Sole Proprietorship
- Corporation or other complex business entity

Country of Incorporation or Organization *

Select an Option

United States ▼

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.

Enter Text Here

EIN *

9 digits, no dashes or spaces

Enter Value Here

Confirm EIN *

Enter Value Here



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Tax Information

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

All other fields are optional.

For tax purposes, which best describes you? *

- Individual or Sole Proprietorship
- Corporation or other complex business entity

Country of Citizenship *

(Country of Incorporation if using EIN)

Select an Option

Are you using an SSN or EIN? *

- SSN
- EIN

Legal First Name *

Legal Last Name *

SSN *

9 digits, no dashes or spaces

Confirm SSN *



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Tax Classification *

This can be found on section 3 of your W-9.

Select an Option

- Choose One
- C Corporation
- S Corporation
- Partnership
- Trust/Estate
- LLC taxed as C Corporation
- LLC taxed as S Corporation
- LLC taxed as Partnership
- Other



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Tax Information

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

All other fields are optional.

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.
- 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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FOREIGN ENTITY

You will be asked to describe your ownership type, identify your country of citizenship, identify the type of taxpayer identification number, provide your legal name, taxpayer identification number, and attach an IRS Form W-8BEN.

The taxpayer identification number options are:

- Social Security Number – a 9-digit numerical identifier assigned to U.S. citizens and other residents by the United States Social Security Administration
- Individual Taxpayer Identification Number – issued by the United States Internal Revenue Service, this numerical identifier is used to help individuals comply with the U.S. tax laws, and to provide a means to efficiently process and account for tax returns and payments for those [not eligible](#) for Social Security numbers
- Foreign Tax Identification Number – may be issued by your country of citizenship/incorporation

If you do not have any taxpayer identification number, please contact [PaymentWorks support](#) for a substitute number. Substitute numbers (Called a Placeholder ID in PW) will be routed to RIT for approval.



W-8BEN: Please ensure that the W-8BEN form that you upload is completed correctly. We will ensure that our financial system records correspond to your W-8BEN.



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Tax Information

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

All other fields are optional.

For tax purposes, which best describes you? *

- Individual or Sole Proprietorship
- Corporation or other complex business entity

Country of Citizenship *

(Country of Incorporation if using EIN)

Select an Option

TIN Type *

Select an Option

- Select One
- Social Security Number (SSN)
- Individual Taxpayer Identification Number (ITIN)
- Non-US Tax ID

Legal Last Name *

Enter Text Here

Tax Number *

8 to 20 characters

Enter Text Here

Confirm Tax Number *

Enter Text Here

W-8BEN or W-9 *

If you are not a U.S. citizen and you are not a resident alien: upload a completed PDF or image of the W-8BEN form.

If you are not a U.S. citizen and you are a resident alien: upload a completed PDF or image of the W-9 form.

Blank forms can be found at these links:

[W-8BEN](#) [W-9](#)

Choose File



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GENERAL INFORMATION

PERSONAL/COMPANY NAME AND CONTACT

Enter your Full Name, DBA, Telephone and Email here. Other information is optional.

Personal Information

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

All other fields are optional.

Your Full Name or DBA (doing business as) Business Name *

Enter your full name, or your business name as you would like it to appear on a check or other form of payment made out to you.

Enter Text Here

Telephone Number *



Enter Telephone Here

ext.

Preferred Email *

Enter Email Here

Website

Enter Value Here

Description of Goods or Services

Enter Text Here



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ADDRESS

Primary Address

This is the address where you would want tax-related information set.

Remit Address

This is the address where payment should be mailed, if different from primary and selecting check payment.

If the remit address is the same as your primary, please check the box so you can bypass entering the address a second time.



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Primary Address

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

All other fields are optional.

Country*

Select an Option
United States

Street 1*

Enter Text Here

Street 2

Enter Text Here

City*

Enter Text Here

State*

Select an Option

Zip / Postal Code*

Enter Text Here

Remittance Address

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

All other fields are optional.

Same as Primary Address

Country*

Select an Option
United States

Street 1*

Enter Text Here

Street 2

Enter Text Here

City*

Enter Text Here

State*

Select an Option

Zip / Postal Code*

Enter Text Here



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ADDITIONAL INFORMATION

It is important to fill out the information in this section correctly otherwise your registration may be sent back. If you have questions on any of these, please reach out to paymentworks@rit.edu or purchase@rit.edu.

Additional Information

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

Supplier Category*

Are you an existing RIT Supplier?

Are you receiving an Honorarium/Stipend? *

Are you providing Services? *

COMMODITY SELECTION

Please select the best commodity/sub-commodity your business fits into from the allowed list (must match exactly). This helps RIT classify vendors for reporting uses.

The link for commodities/sub-commodities is located here:

<https://www.rit.edu/fa/procurement/content/paymentworks-commodity-selection>



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Additional Information

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

All other fields are optional.

Commodity Category*

Please follow the URL below and copy/paste the Commodity Category that best describes the type of good or service you will be providing into the field below.

<https://www.rit.edu/fa/procurement/content/payment-works-commodity-selection>

Subcategory*

Please follow the URL below and copy/paste the Commodity Subcategory that best describes the type of good or service you will be providing into the field below.

<https://www.rit.edu/fa/procurement/content/payment-works-commodity-selection>

PO T&C'S/INSURANCE

PO T&C's: If you select "yes" to PO vendor and you are providing services/goods on campus, the PO T&C's will apply unless you have a separate contract agreement.

Insurance: If services are being provided, you must provide your Certificate of Insurance naming RIT as additional insured with your registration. Our limits are located here: [Indemnification & Insurance Specifications | Procurement Services | RIT](#)



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Additional Information

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

All other fields are optional.

Purchase Order Information

Do you accept Purchase Orders?*

Select an Option

Yes

Please review the University's purchase order Terms and Conditions.*

[Link to PO Terms and Conditions](#)

I have read and agree to the purchase order Terms and Conditions as outlined above or in a separate duly executed contract agreement.

Please provide your email address for purchase order delivery*

Enter Email Here

Insurance Information

Indemnification and Insurance Requirements*

[Link to Indemnification and Insurance Requirements](#)

If you are contractually obligated to provide insurance related to the products/services that you are providing to RIT, please attach it here. Failure to do so will delay the processing of your supplier setup request.

I have read and comply with the insurance requirements as outlined above or in a separate duly executed contract agreement

Certificate of Insurance Upload

Choose File

No file chosen

CONFLICT OF INTEREST

All vendors/payees are asked to provide a response to the conflict-of-interest questions.



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This does not prevent RIT from doing business with you; it is put into place to ensure RIT is aware and can take appropriate steps to manage the conflict.

Additional Information

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

All other fields are optional.

If you are registering on behalf of your company, please answer the following section on behalf of yourself and any other employees of your company.

Are you or are you aware of anyone at your company who is a current University employee? *

Select an Option ▼

Are you or are you aware of anyone at your company who is a former University employee? *

Select an Option ▼

Are you or are you aware of anyone at your company who is related to a University employee? *

Select an Option ▼

If you select “yes” additional fields will populate asking for further information about the conflict in question.



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Are you or are you aware of anyone at your company who is a former University employee? *

Select an Option

Yes

Name of former University employee *

Enter Text Here

Department where employee worked *

Enter Text Here

Separation Date *

Select a Date



BANK/PAYMENT METHOD

All vendors/payees are required to select bank/method of payment and fill out the banking information as it populates.



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Bank Location *

Please indicate whether you will be using a US bank account or a foreign bank account to deposit your payment.

Select an Option

US Bank

Desired Payment Method for Payees with a US Bank Account *

Select an Option

ACH is always the preferred method of payment. If ACH is selected, additional information will be required.



PaymentWorks will contact you to verify banking information via a phone call to reduce ACH/Wire fraud. Please respond to this call to speed up the approval of your registration.



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Banking Information

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

All other fields are optional.

Bank Name*

Name on Account*

Account Number*

Confirm Account Number*

Account Type*

Routing Number*

SWIFT Code

Bank Validation File*

An image or PDF file can be used here containing one of the following:

- Letter on company letterhead
- Voided check
- Voided deposit slip
- Letter from your bank
- Copy of a bank account statement

[Choose File](#)



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Bank Address

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

All other fields are optional.

Country*

Select an Option
United States

Street 1*

Enter Text Here

Street 2

Enter Text Here

City*

Enter Text Here

State*

Select an Option

Zip / Postal Code*

Enter Text Here

At this point, you have the option to submit the form now or save your work for a later date.

Once the form is submitted, it will be reviewed by PaymentWorks prior to RIT. You will receive confirmation of your submission and will be notified via email once RIT has completed the registration process.

UPDATING VENDOR INFORMATION

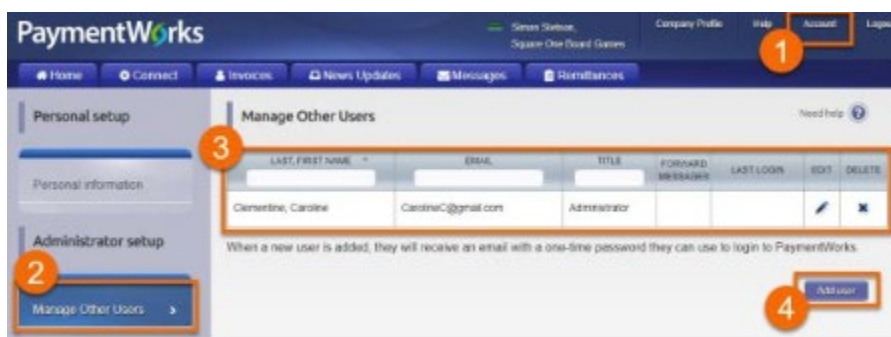


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ADDING A NEW USER TO YOUR PAYMENTWORKS ACCOUNT

Additional users can be granted access to your PaymentWorks account. They are able to view and manage all account information using their own separate login. Once a new user has been added, they will receive an email with the necessary instructions.

1. Log in to PaymentWorks and click Account at the top of the screen
2. Click Manage Other Users from the navigation menu
3. This table displays the list of current users who have access to your account
4. Click the Add user button
5. Enter the appropriate user information into the fields provided
6. If the Forward Messages to Email checkbox is selected, any messages sent to the PaymentWorks account will also be emailed to this user
7. Click the Save button to grant this user access to your PaymentWorks account





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A screenshot of a user profile form. The form contains the following fields: First Name (Avery), Last Name (Aardvark), Email (Amy.Aardvark@rit.edu), Confirm Email (Amy.Aardvark@rit.edu), Telephone ((585) 212-2121), Title (Support staff), Forward Messages to Email (checked), and Default language (English). There are three numbered callouts: '5' is a circle around the entire form; '6' is a circle around the 'Forward Messages to Email' checkbox; and '7' is a circle around the 'Save' button. The 'Save' button is green and the 'Cancel' button is red.

MANAGING REMITTANCE ADDRESSES

Adding New or Additional Remittance Addresses

1. Log in to *PaymentWorks* and click **Company Profile** at the top of the screen
2. Click **Remittance Addresses** from the navigation menu
3. New or additional addresses can be created for your profile by clicking the **Create New Address** hyperlink
4. Once a new address is created, allow your customers to see this information by clicking the **Share With Customers** button



TIP: You can assign **nicknames** to your addresses to differentiate between them in the list



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Updating or Deleting Remittance Addresses

1. Update an address by clicking the corresponding **pencil icon** (refer to the image on the following page)
2. Delete an address by clicking the corresponding **x icon**



IMPORTANT: If an address is shared with your customers, it can only be deleted after being replaced by a different (and valid) address

Changing the Remittance Address for a Customer

1. Click the **Related Customers** button to view a list of customers associated with the address
2. A new screen appears with the list of customers that have access to your selected address (this can be switched by using the drop-down field at the top)
3. Click the **Change Address** hyperlink for a selected customer
4. The address associated with this customer can now be changed



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< Back to Remittance Addresses

2

Remittance Address
1 Victory Dr , Albany NY, 12205-1845

Related Customers

3

RIT Rochester Institute of Technology
Vendor # 8491
Site code RIT1

Change Address

Select Existing Remittance Address [Create New Address](#)

4

Remittance Address
1 Victory Dr , Albany NY, 12205-1845.

Storefront
808 Farmington Rd , Macedon NY, 14502-9721.

Cancel Confirm

UPDATING BANK ACCOUNT INFORMATION

Adding a New Bank Account in PaymentWorks

1. Log in to *PaymentWorks* and click **Company Profile** at the top of the screen



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2. Click **Bank Accounts** from the navigation menu
3. Click **Add Account** to begin the process of adding new banking information
4. You'll need the following details when setting up a new bank account:
 - Name associated with the account
 - Account number and type
 - Bank address and routing number
 - Account verification file
5. When completing this workflow, select one or more remittance addresses to associate with the bank account



IMPORTANT: In order to receive direct deposit payments, the bank account must be associated with the remittance address identified in the invoice

The screenshot shows the PaymentWorks user interface. At the top right, the user is identified as Simon Stetson, Square One Board Games, with a 'Company Profile' link circled in orange and labeled '1'. Below the header is a navigation bar with buttons for Home, Connect, Invoices, News Updates, Messages, and Remittances. On the left side, there is a sidebar menu with categories: Marketing Information, Business Details, Tax Forms, Remittance Addresses, and Bank Accounts. The 'Bank Accounts' link is circled in orange and labeled '2'. The main content area displays a table of existing bank accounts with columns for Name on Account, Account Number, Edit, and Delete. One entry is shown for 'Square One Board Games' with account number '*****4321'. Below the table, the 'Add Account' button is circled in orange and labeled '3'. A warning message at the top of the main content area states: 'The following private information is only shared with clients you have connected with on PaymentWorks'.

NAME ON ACCOUNT	ACCOUNT NUMBER	EDIT	DELETE
Square One Board Games	*****4321	[show]	[edit] [delete]



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Changing the Remittance Addresses Associated with an Account

1. Log in to *PaymentWorks* and click **Company Profile** at the top of the screen
2. Click **Bank Accounts** from the navigation menu
3. Click the **pencil icon** next to the selected bank account to edit the details
4. Select one or more addresses that you would like to associate with this account



TIP: A bank account can be associated with multiple remittance addresses, but an address can only be assigned to one bank account.

If an existing address is associated with a new account, it will automatically be disassociated from any other bank accounts.

The screenshot shows the PaymentWorks interface. At the top right, the user is logged in as Simon Stelson, Square One Board Games. The 'Company Profile' link is highlighted with an orange box and a '1' in a circle. Below the navigation bar, the 'Bank Accounts' link in the left sidebar is highlighted with an orange box and a '2' in a circle. The main content area shows a table of bank accounts with columns for 'NAME ON ACCOUNT', 'ACCOUNT NUMBER', 'EDIT', and 'DELETE'. The 'EDIT' column for the 'Square One Board Games' account is highlighted with an orange box and a '3' in a circle, showing a pencil icon. Below the table is an 'Add Account' button.

NAME ON ACCOUNT	ACCOUNT NUMBER	EDIT	DELETE
Square One Board Games	*****4321 [show]		

Add Account



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Associated Remittance Addresses:

<input checked="" type="checkbox"/>	Remittance Address 1 Victory Dr Albany, NY 12205-1845
<input type="checkbox"/>	Storefront 808 Farmington Rd Macedon, NY 14502-9721

4

Cancel Save

UPDATING BUSINESS DETAILS AND TAX CLASSIFICATION

Making Changes to Business Information

1. Log in to *PaymentWorks* and click **Company Profile** at the top of the screen
2. Select **Business Details** from the navigation menu
3. Your business information and tax classification can be updated by clicking the **Edit** button at the bottom of the screen



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IMPORTANT: PaymentWorks automatically validates your tax information and compares it to the IRS database.

MAKING CHANGES TO THE NEW VENDOR REGISTRATION FORM

When joining *PaymentWorks* for the first time, you completed the New Vendor Registration form. In some circumstances, changes need to be made to this information after it's been submitted. Follow the steps below to edit your registration details. Once any changes are made, they are re-submitted to RIT for approval.

1. Log in to *PaymentWorks* and click **Connect** at the top of the screen



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2. Within the Customer Registrations section, find and click the **RIT Registration row** (the status for this registration may be listed as *In Progress* or *Complete*)

3. Your *New Vendor Registration* form appears and you can make changes to the following information:

- Vendor and tax categories
- Honorarium/Stipend designation
- Commodity and NAICS codes
- Purchase order details
- Insurance information
- Contact information
- Conflict of interest statements
- Banking details

4. Click the **Submit** button at the bottom of the form to send your requested changes to RIT for approval



WORKER CLASSIFICATION FORM (INDEPENDENT CONTRACTOR CLASSIFICATION DETERMINATION)

This form is used as the Independent Contractor Classification Determination and should be included in your PaymentWorks Application as needed.

[Worker Classification Form](#)



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WILL PAYMENTWORKS CALL ME?

Yes, PaymentWorks conducts bank validation via a phone call. Their internal team may confirm your bank account details. You do need to call the PaymentWorks team back to verify these details so RIT can process a payment to you.

If you get this call, please use the instructions left in the voicemail you received to call the team back. If you got this call but deleted the message, please contact PaymentWorks Support through their [webform](#) and ask them to call you again.