

# Vendor Checklist for

## PaymentWorks Registration

1. You will receive an invitation to add your information in our database through our PaymentWorks Vendor Portal. *This process will assign you a 'vendor' number for receiving payments.*
2. The email will come from "PaymentWorks on behalf of Johns Hopkins Enterprises".
3. You are required to validate your email so you can securely complete, save, and send/submit your vendor registration.
4. Once Johns Hopkins receives your vendor registration, we can start our review process for creating your Vendor account.
  - a. NOTE: If required information/documentation is missing, your registration will be returned to you with specific instructions for updating.
  - b. Once the update(s) are completed and saved, please resend/resubmit your vendor registration.
5. Once your vendor registration is approved, you will receive notification from PaymentsWorks of your newly created Vendor Number.
6. Once your Vendor Number is created.
  - a. The requesting department trying to pay you will be able to process your invoices for payment.
  - b. You will have access to view all processed payments through your PaymentWorks Account.
  - c. You will have access to securely update your personal information through your PaymentWorks Account.
7. **NOTE:** If you have difficulty with your Paymentworks registration and/or account updates, please contact [support@paymentworks.com](mailto:support@paymentworks.com) for further assistance.

### **Please be prepared to provide the following information to avoid delays with your PaymentWorks registration:**

1. Provide your full Legal Name.
2. Provide your Tax Country.
  - a. Example: USA, Europe, China, etc.
3. Provide your Tax Classification.
  - a. Choose from the drop down, "Individual"
4. Provide Tax ID Number for your Country.
  - a. International Individuals:
    - i. Choose from the drop down, "Foreign Tin".
    - ii. Provide your Foreign Identification Number.
    - iii. Complete the W8 Form:
      1. <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
      2. The Form MUST be uploaded to your PaymentWorks registration. Do NOT email to Johns Hopkins.
  - b. USA Individuals:
    - i. Choose from the drop down, "Individual SSN".
    - ii. Provide your Social Security Number.
    - iii. Completed W9 Form:
      1. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
      2. The Form MUST be uploaded to your PaymentWorks registration. Do NOT email to Johns Hopkins.
5. Provide your complete physical mailing address.
6. Provide your complete payment/remittance address.
  - a. This address should be your address and NOT your Bank's address.
7. Provide your Preferred Payment Method.
  - a. Choose from the drop down, "ACH" for direct bank deposit payments.
  - b. Choose from the drop down, "OTHER" for check payments.
8. Provide your Bank's name.
9. Provide your Bank's address.

10. International Bank Accounts ONLY: Provide your Bank's Swift Code.
11. USA Bank Accounts ONLY: Provide your Bank's ABA Routing Number.
12. Provide your complete "Name on Account".
  - a. This must match your official Bank verification to avoid your registration from being returned for updating.
  - b. This must match your Bank verification to avoid future payment delays.
13. Provide your Bank Account Number.
  - a. Do NOT include Characters, dashes or spaces in this field.
  - b. This must match your official Bank verification to avoid your registration from being returned for updating.
  - c. This must match your Bank verification to avoid future payment delays.
14. Provide your IBAN - International Bank Account Number (if applicable for your Country).
  - a. This is NOT a requirement for USA Bank Accounts.
  - b. This is ONLY required for SOME international countries.
    - i. International Countries that require an IBAN for payment, <https://apps.finance.jhu.edu/depts/ap/internal/iban.pdf>
  - c. This must match your official Bank verification to avoid your registration from being returned for updating.
  - d. This must match your Bank verification to avoid future payment delays.
15. Provide your Bank Account Type.
  - a. Example: Personal Checking, Personal Savings, etc.
16. Provide official Bank documentation to verify your banking instructions.
  - a. REQUIRED: Documentation MUST be current within a 6-month time period from date of your registration submission.
  - b. REQUIRED: Documentation MUST be uploaded to your PaymentWorks registration. Do NOT email to Johns Hopkins.
  - c. Acceptable official Bank verification may include ONE of the following:
    - i. Top portion of your Bank Statement which MUST include your Bank's Logo, your Bank Account Number, IBAN (if applicable) and Name on Account.
    - ii. Complete banking instructions on Bank Letterhead.
    - iii. USA Bank Accounts ONLY, can provide a copy of a USA canceled check/voided check.
      1. International checks are NOT acceptable.
17. IF you provide another individual's banking information that is NOT your own or co-owned:
  - a. REQUIRED: Provide a letter along with your Bank verification providing written authorization to allow the funds to be deposited into another individual's bank account.
    - i. The Letter MUST include the individual's name to deposit funds, bank name, bank account, USA-Bank ABA Routing or International –Bank Swift Code along with your written authorization, signature and date.
    - ii. The Letter MUST be current within a 6-month time period from date of your registration submission.
    - iii. The Letter MUST be uploaded to your PaymentWorks registration as the second page of your Bank verification. Do NOT email to Johns Hopkins.
18. The department will be able to process your Fellowship Payment(s) once a Vendor Number is created in our database. They will require an additional document to be completed so they can process your payments.
  - a. Required: Complete the "Fellowship Payment Request Verification Form" or provide an alternative document to confirm your information for processing your payment request.
    - i. This document requests your complete name.
    - ii. This document requests your complete address and country.
    - iii. This document requests your Last 4 Digits of your Bank Account Number.