PaymentWorks Registration Instructions - Award

Below is an example of how to complete your BGSU PaymentWorks registration if you are receiving award. Please make any necessary changes that apply to you specifically.

Bowling Green State University
New Vendor Registration

Welcome, Freddie Falcon!

In order to onboard as a new vendor, you will have to fill out and submit the following form to Bowling Green State University.

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

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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, Sole Proprietorship, or Single-member LLC
- Corporation or other complex business entity

Country of Citizenship *

(Country of Incorporation if using EIN)

United States
Are you using an SSN or EIN? *

- SSN

- EIN

Legal First Name *

Freddie

Legal Last Name *

Falcon

SSN *

9 digits, no dashes or spaces

123456789

Confirm SSN *

123456789

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
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.

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

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Personal Information

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.
Freddie Falcon

Telephone Number *
(419) 372-0000 ext.

Preferred Email *
freddie@bgsu.edu

Website

Description of Goods or Services

Spirit Award

Primary Address

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

Country *
United States

Street 1 *
1001 E Wooster St
Street 2

City*

Bowling Green

State*

Ohio

Zip / Postal Code*

43403-4005

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Remittance Address

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

All other fields are optional.

☑️ Same as Primary Address

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Additional Information

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

All other fields are optional.

Supplier Category*

US Individual

Are you receiving an award or prize?*

Yes
Please select ACH for direct deposit or check for your payment method.

Payment Method *

BGSU is processing payments electronically. Please choose credit card or ACH to receive payments electronically.

ACH is Direct Deposit. BGSU will send payment directly to the bank account provided by you below if ACH is selected. If selecting ACH as your payment method, do not enter a SWIFT code for US banks.

If you select Check, a field will appear below that asks for your reason for requesting check. Your form will only be approved with a payment type of Check if you have a valid issue accepting other types of payment. If it is deemed to not be a valid reason, your form will be returned for you to edit.

Choose One

⚠️ This field is required