PaymentWorks Registration Instructions – Independent Contractor/Individual

Below is an example of how to complete your BGSU PaymentWorks registration if you are an independent contractor (W9 tax classification of individual, sole proprietor or single member) providing services to BGSU. Please make any necessary changes that apply to you specifically.

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 *

United States
If using a business EIN as an independent contractor, complete the sections below.

Legal First Name *
Freddie

Legal Last Name *
Falcon

SSN *
9 digits, no dashes or spaces
123456789

Confirm SSN *
123456789

Business Legal Name *
Freddie Falcon

EIN *
9 digits, no dashes or spaces
123456789

Confirm EIN *
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
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
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

Remittance Address

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

All other fields are optional.

✓ Same as Primary Address
Additional Information

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

The boxes must be populated as shown below.

Supplier Category *

US Individual

Are you receiving an award or prize? *

No

Will you be providing services to BGSU? *

Yes

The OPERS form must be completed, signed & attached to the OPERS section for all independent contractors.

Please upload your OPERS form *

This form must be completed and signed by all individuals providing services to BGSU. Please attach both pages of the form as one document below. If you need assistance completing the OPERS form electronically, please use this link for instructions: https://www.bgsu.edu/content/dam/BGSU/purchasing/documents/PaymentWorks/OPERS-Adobe-Sign-Instructions.pdf

The form you will need to complete is available here: https://services.bgsu.edu/FalconForms/falconforms.htm?falconFormId=138

Choose File No file chosen
If you are actively receiving your pension, please select yes. If you are not actively receiving your pension, please select no.

Are you currently receiving OPERS or other retirement system benefits? *

Choose One

Please upload your Independent Contractor Agreement

Attach your executed agreement upon request. This is not required. BGSU will reach out to let you know if it is required.

Choose File

Anticipated Term Start Date *

MM/DD/YYYY

Anticipated Term End Date *

MM/DD/YYYY

Will the department schedule how, when or where to do the work? *

Choose One

Will the work be performed in a BGSU department or facility? *

Choose One

Will the individual be provided with any university tools, materials or equipment? *

Choose One

8/31/2022
Is this request a part of a grant funded project?

Choose One

Are you a retiree of BGSU?

Choose One

Are you providing any of the services below? (check all that apply) *

- Royalties
- Rents
- Medical/healthcare
- Attorney/legal
- Entertainment/public speaking
- None of these

Do you accept POs? *

Choose One

Please select ACH for direct deposit for your payment method as an individual.

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 not to be a valid reason, your form will be returned for you to edit.

Choose One

⚠️ This field is required