PaymentWorks Registration Instructions – Vendor

Below is an example of how to complete your BGSU PaymentWorks registration if you are a vendor for 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.

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For tax purposes, which best describes you?*

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

**Country of Incorporation or Organization**

- **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.

- **Freddie Falcon**
EIN*
9 digits, no dashes or spaces

123456789

Confirm EIN*

123456789

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

Choose One

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

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.

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

Business Name or DBA*
Business Name or DBA is defined as the name your company uses to present itself to the public. This name may not necessarily be tied to your Tax Identification Number.

Freddie Falcon
Company Information

Telephone Number

- (419) 372-0000  ext.

Preferred Email

- froddiefalcon@bgsu.edu

Website

Description of Goods or Services

Primary Address

Country

- United States

Street 1

- 1851 N Research Dr

Street 2

City

- Bowling Green

State

- Ohio

Zip / Postal Code

- 43402-8548

5/17/2022
Remittance Address
All fields marked with a red asterisk (*) are required fields. All other fields are optional.

☐ Same as Primary Address

Country *
United States

Street 1 *

Street 2

City *

State *
Select a State

Zip / Postal Code *

Supplier Category *
US Entity

Are you a federally certified diverse business? *
Choose One

Are you a State of Ohio certified diverse business? *
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? *

- [ ] Yes

PO delivery method *

- [ ] Email

Please provide your email address for PO delivery *

[ ]

Please read and accept terms and conditions as listed on the link below *

https://www.bgsu.edu/content/dam/BGSU/purchasing/documents/Purchase-Order-Terms-and-Conditions-updated-03.30.19.pdf

- [ ] Agree

Will the address on your order be the same as the remittance address above? *

- [ ] Choose One

Will you be providing insurance? *

- [ ] Choose One
Billing Contact Name

Billing Contact Email

Billing Contact Phone Number
Please use only the following characters in your response: +/0123456789

Sales Contact Name

Sales Contact Email

Sales Contact Phone Number
Please use only the following characters in your response: +/0123456789

Sales Contact FAX Phone Number
Please provide if you would like your purchase order sent via fax

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