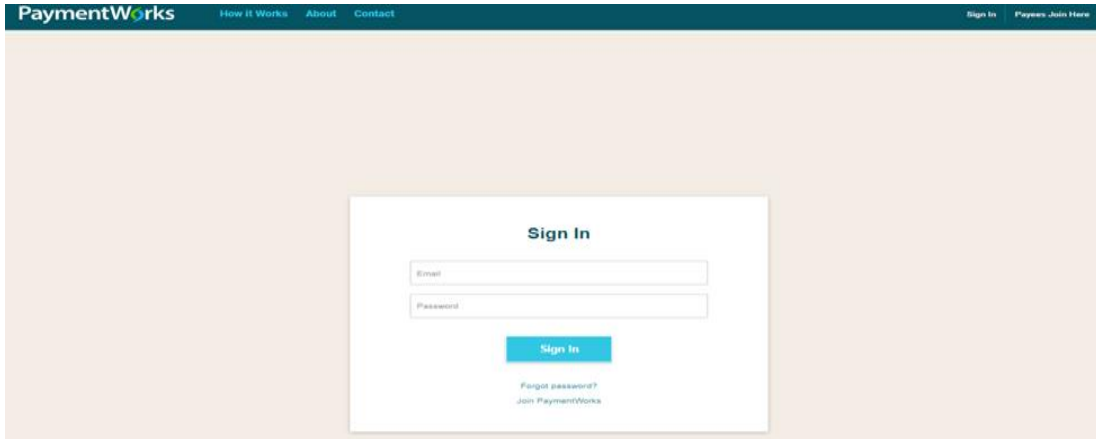
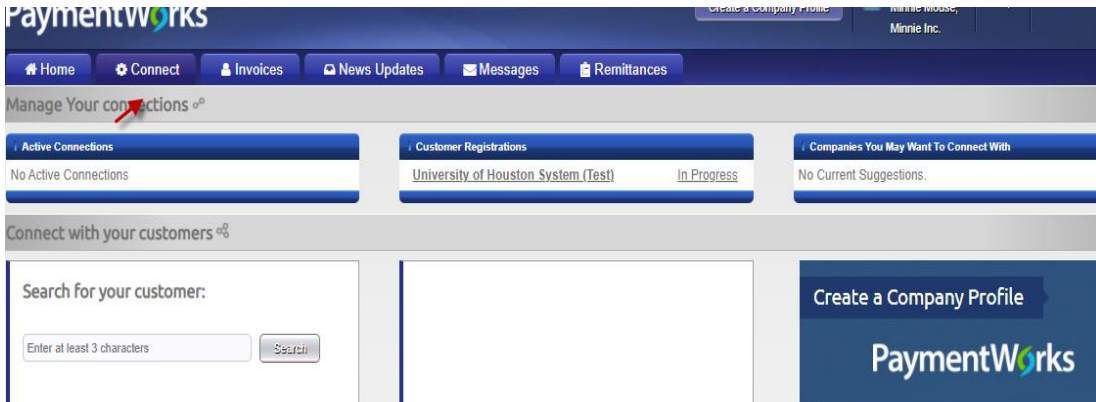


If I am a foreign vendor, I don't have SSN/ITIN/EIN number, what do I need to do?

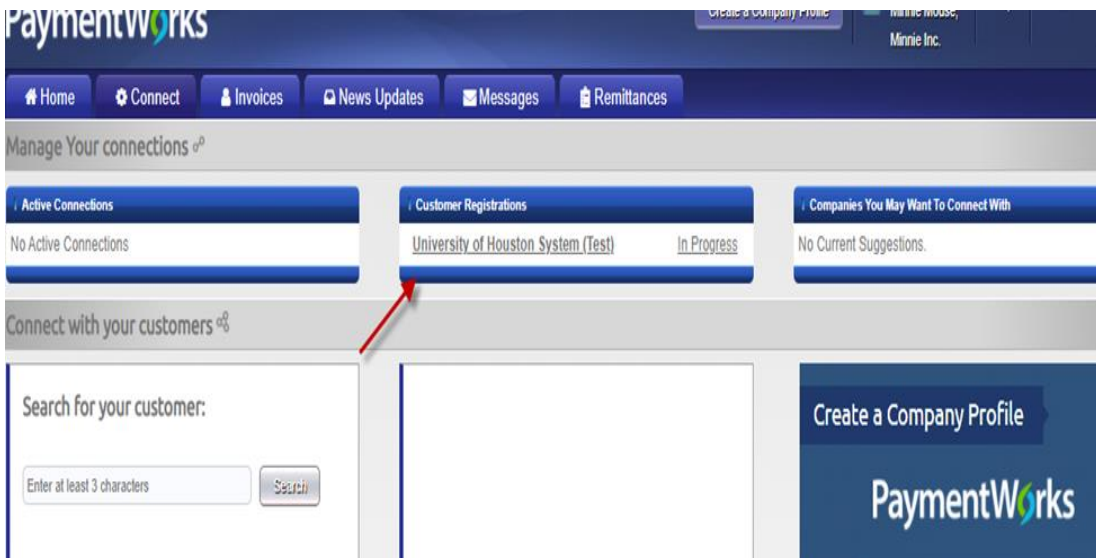
1. Log Into PaymentWorks at <https://www.paymentworks.com/accounts/login/>



2. Click the "Connect" tab



3. Click on the text that reads University of Houston System



4. You will be taken into the form. Please review all fields to ensure info. Especially go to the tax information section and Additional information. Please follow the steps below:

1) Please note that the tax information section must have the following information:

- I. Country of Citizenship: indicate your non-US country of citizenship as appropriate.
- II. TIN Type: Indicate Foreign Tax ID as appropriate
- III. Tax number: please enter the TINS number was assigned by your own county

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 Kingdom

TIN Type*

Foreign Tax ID

Legal First Name*

Legal Last Name*

Tax Number*

8 to 20 characters

Confirm Tax Number*



2) Please note that the additional information section must have the following information:

- I. Supplier Category: please select US Individual, as appropriate based on your residency.

Additional Information

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

Supplier Category*

- US Individual
- Choose One
- US Individual
- Foreign Individual
- US Entity
- Foreign Entity
- Yes

Enter your University of Houston Employee ID*

Are you a University of Houston System student (UH, UHCL, UHD, UHV)?*

Yes



5. Check if accurate and click the "Submit/Register" button at the bottom of the page to submit the form.

Street 2

City*

State*

Zip / Postal Code*

saved 6/11/2021, 8:18:11 AM

