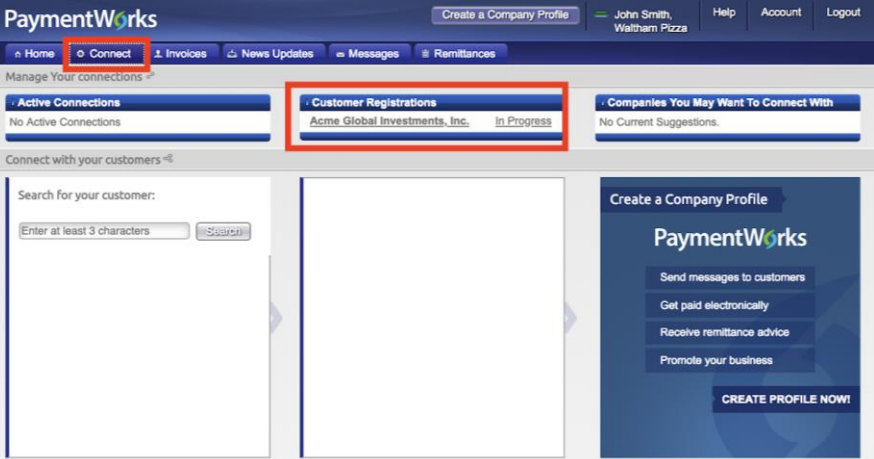


<p>Create an account through PaymentWorks invitation</p>	<p>First, click on the link supplied to begin account creation. This will have you set up your username and password and then request to verify your email address. Please create your account using the email address that the invitation was sent to, not doing so can cause difficulty during registration.</p>
<p>Verify your account</p>	<p>Verification will come as a link to your email from PaymentWorks Support, please click on this link to create your account. If you cannot find this email, please check your spam filter.</p>
<p>Begin New Vendor Registration Form</p>	<p>This form should appear once you log in after verifying your account. If this does not occur, go to the “Connect” tab and it will be listed under the “Customer Registrations” section. If there is no form listed here, please contact PaymentWorks for assistance. (The form name listed here is simply a placeholder, the form you need to complete will be in its place)</p> 
<p>Complete the New Vendor Registration Form</p>	<p>Please complete the form by inputting your personal information, do not provide your employer/another person’s information. When inputting your primary address, check the box for remittance address to be the same as your primary.</p> <p>Beginning in the Business Details section, please indicate yourself as an “Individual, Sole Proprietorship, or Single-member LLC” and select that you use “SSN”, then input your legal name and SSN.</p>



Northern Kentucky University
New Vendor Registration

Welcome,

In order to onboard as a new vendor, you will have to fill out and submit the following form to **Northern Kentucky University**.

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

Please check the boxes indicated by the red circles

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

Primary Address

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

Country*

United States

Street 1*

Street 2

City*

State*

Select a State

Zip / Postal Code*

Remittance Address

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

Same as Primary Address

In the Tax Forms section, you have the opportunity to generate an electronic W-9 or input that information yourself. If you input this yourself, you will need to enter your tax ID number, backup withholding status, and U.S. citizenship status.

Additional Information

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

Supplier Category*

Choose One

1099 Tax Information

Are any of the following statements true?*

- I am or my company is being paid rent
- I am or my company is being paid for a product and/or service
- None of these statements are true

Purchase Order Information

Do you accept Purchase Orders?*

Choose One

Conflict of Interest Information

Are you or are you aware of anyone at your company who is a current University employee?*

Choose One

Are you or are you aware of anyone at your company who is a former University employee?*

Choose One

Are you or are you aware of anyone at your company who is related to a University employee?*

Choose One

Payment Information

Do you offer discounted payment terms?*

Choose One

If you are NKU faculty or staff, please indicate so and we will get you through the correct channel

Draft saved

Save And Exit

Submit

The bank accounts section is where if you have chosen the ACH method of payment, you will need to enter your bank account information. (If you did not choose ACH and have chosen check instead, you do not need to input a bank account.)

If you are having technical difficulties, please complete the PaymentWorks contact form in the following link, <https://paymentworks-payeesupporttrial.force.com/payer/s/contactsupport> (Your user type is Vendor)

If you have any questions about this process, please reach out to our team at nppreceptors@nku.edu