

Making Updates to Your PaymentWorks Account - Detailed Guide

PaymentWorks allows the Supplier to make any necessary updates to their supplier profile. There are multiple locations within the PaymentWorks supplier account where updates can be made. Please use the below reference material to understand where to make your updates.

Company Profile Updates

1. Log into PaymentWorks Profile and select 'Company Profile'.



- **Marketing Information**

In this section the supplier can update Doing Business As (DBA) Name, Corporate Address, Corporate phone number, primary account email, website, and business description can be updated. A logo can also be added to this section.

A screenshot of the 'Marketing Information' section in the PaymentWorks profile. The left sidebar has a menu with 'Marketing Information' (highlighted with an orange box), 'Business Details', 'Tax Forms', 'Remittance Addresses', and 'Bank Accounts'. The main content area has a header that says 'The following public information is visible to all payers in the PaymentWorks network'. Below this, there are several input fields: 'Company Name (DBA):' with the value 'Office Max', 'Corporate Address:' with the value '789 Preston Road, Dallas, TX 75214', 'Telephone:' with the value '(972) 454-4545', 'Primary Account e-Mail:' with the value 'utdallaspw2019+OfficeMax@gmail.com', 'Website URL:', and 'Business Description:'. At the bottom right of this section is an 'Edit' button (highlighted with an orange box). Below the text fields is a 'Logo:' section with a placeholder image of a building and a 'Select an image:' label with a 'Browse' button.

Company Name (DBA): Office Max

Corporate Address:

Country: United States of America

Street: 789 Preston Road

City: Dallas

State: Texas

Zip/Postal: 75214

Telephone: (972) 454-4545

Primary Account e-Mail: utdallaspw2019+OfficeMax@gmail.com

Website URL:

Business Description:

Cancel Save

- **Business Details**

The following can be updated in this section legal name, tax country, Tax ID (SSN/EIN/Foreign Tax ID/ITIN), Tax Classification and DUNS number. Once the update has been made click 'Save'.

The following private information is only shared with clients you have connected with on PaymentWorks

Legal Name: Office Max LLC

Tax Country: United States of America

Business EIN (TIN): *****9891 [show]

Business EIN (TIN) / Legal Name Validation: VALID ✓

Tax Classification: LLC Taxed as C Corporation

D&B D-U-N-S Number:

Edit

The following private information is only shared with clients you have connected with on PaymentWorks

Are you an individual, sole proprietor or single-member LLC? ☐ Yes ☒ No

Business Legal Name:

Country of Incorporation or Organization:

EIN:

Confirm EIN:

Tax Classification:

This can be found under section 3 of your W-9

D&B D-U-N-S Number:

- **Tax Forms**

In this section the supplier can opt in/out of the PaymentWorks generated electronic W9 and confirm the certifications.

Tax forms are only shared with connected customers on PaymentWorks

When you use PaymentWorks, we will create an IRS form W-9 for you automatically, unless you opt out. Electronic W-9s are convenient for you and provide enhanced security for your customers. 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).

Generate Electronic W-9 ☒ [File on record](#)

Form W-9 Certifications

You have chosen to submit your Form W-9 electronically. Please confirm the following certifications:

1. Tax ID Type ☒
The Tax ID number shown on this form is my correct taxpayer identification number

2. 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.

3. 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 II on page 3 of the [IRS form W-9](#).

- **Remittance Address**

In this section the supplier can update a current remittance address or add additional remittance addresses.

The following private information is only shared with clients you have connected with on PaymentWorks

Remittance Addresses

Create New Address

Remittance Address Pay to Office Max, 908 Lovers Ln, Dallas, TX 75214 Unable to Validate Address	Associated Bank Account Office Max LLC	Related Customers Share With Customers ✎ ✕
Remit Richardson Pay to Office Max, 800 W Campbell Rd, Richardson, TX 75080-3021 Address Validated	Associated Bank Account Office Max LLC	Related Customers Share With Customers ✎ ✕

Update Existing Remittance Address: Click the pencil icon next to the address which requires an update. The Edit screen will appear. Make necessary changes and click 'Save'.

Nickname: Remittance Address

Country: United States of America

Pay-To: Office Max

Street: 908 Lovers Ln

City: Dallas

State/Province: Texas

Zip/Postal Code: 75214

[Cancel](#) [Save](#)

If the remittance address is no longer in use, it can be removed by clicking the 'X' icon.

Add a New Remittance Address: Click on 'Create New Address'. The new address screen will appear. Add the new address information and click 'Save'.

Nickname: Remittance Dallas

Country: United States of America

Pay-To: Office Max

Street: 2415 N Haskell Ave

City: Dallas

State/Province: Texas

Zip/Postal Code: 75204-3716

[Cancel](#) [Save](#)

The next screen will ask which customer needs to be notified of the new address. You must select a customer and then click the 'Send Address'. This will notify the customers of the new remittance address.

Notify Customers of this Address

Pay to: Office Max
2415 N Haskell Ave
Dallas, TX, 75204-3716

Customers:

☒ The University of Texas at Dallas (Dev)

Cancel

Send Address

- Bank Accounts**

In this section the supplier can update a current bank account or add additional bank accounts.

Marketing Information

Business Details

Tax Forms

Remittance Addresses

Bank Accounts

The following private information is only shared with clients you have connected with on PaymentWorks

NAME ON ACCOUNT	ACCOUNT NUMBER	EDIT	DELETE
Office Max LLC	****9876	[show]	
Office Max LLC	*****3413	[show]	

Add Account

Update Existing Bank Account: Click the pencil icon next to the bank account which requires an update. The Edit screen will appear. Make necessary changes and click the 'Save'. If there are multiple remittance addresses associated with the account, you can select all addresses associated.

If the bank account is no longer in use, it can be removed by clicking the 'X' icon.

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Financial Management Services
vendors@utdallas.edu

The screenshot shows the 'Add Account Information' screen with the following fields and values:

- Name on Account: Office Max LLC
- Account number: 98769876
- Re-enter Account number: 98769876
- Account Type: Company Checking
- Bank Name: Bank of America
- Bank Address:
 - Country: United States of America
 - Street: 567 Plano Rd
 - City: Richardson
 - State/Province: Texas
 - Zip/Postal Code: 75080
- ABA Routing Number: 123123123
- Swift Code:
- Email address for payment notifications: utdallaspw2019+OfficeMax@gmail.com

Associated Remittance Addresses:

- ☒ Remittance Address: 908 Lovers Ln, Dallas, TX 75214
- ☐ Remit Richardson: 800 W Campbell Rd, Richardson, TX 75080-3021
- ☐ Remittance Dallas: 2415 N Haskell Ave, Dallas, TX 75204-3716

Buttons: Cancel, Save

Add a New Bank Account: Click on 'Add Account'. The 'Add Account Information' screen will appear. Complete the appropriate fields for pages 1-3 and select 'Next'.

The screenshot shows the 'Add Account Information' screen with the following fields and values:

- Name on Account:
- Account Number:
- Re-enter Account Number:
- Account Type: Company Checking
- Email address for payment notifications:
- Corporate Address:
 - Street: 789 Preston Road
 - City: Dallas
 - State: Texas
 - Zip/Postal Code: 75214
 - Country: USA

Buttons: Cancel, Next

Associate at least one remittance address with the new bank account by selecting the box next to the address and click 'Confirm' button.

! Important: When associating the bank account with a remittance address, make sure the remittance address is connected to your payer account.

Add Account Information (4 of 4)

Associate at least one of the following remittance addresses with this bank account:

☒ **Remittance Address**
908 Lovers Ln
Dallas, TX 75214

☐ **Remit Richardson**
800 W Campbell Rd
Richardson, TX 75080-3021

☒ **Remittance Dallas**
2415 N Haskell Ave
Dallas, TX 75204-3716

Cancel Previous Confirm

Review the data on the Confirm and Save screen and then click on the 'Save'.

Confirm and Save

Name on Account:Office Max

Account Number:1234

Account Type:Company Checking

Email address for payment notifications:utdallaspw2019+OfficeMaxREMIT@gmail.com

Your Address:

Address Type:Corporate Address

Street:789 Preston Road

City:Dallas

State:Texas

Zip/Postal Code:75214

Country:USA

Bank Name:Chase

Bank Address:

Street:800 W Campbell Rd

City:Richardson

State:Texas

Zip/Postal Code:75080-3021

Country:USA

ABA Routing Number:123123123

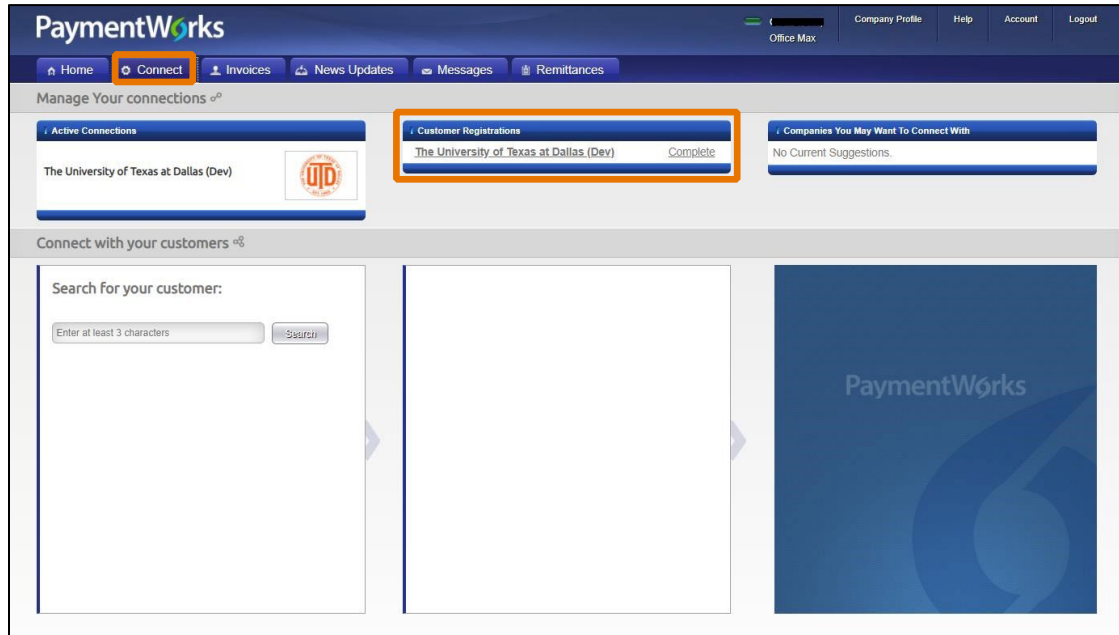
Swift Code:

Cancel Previous Save

Supplier Registration Form Updates

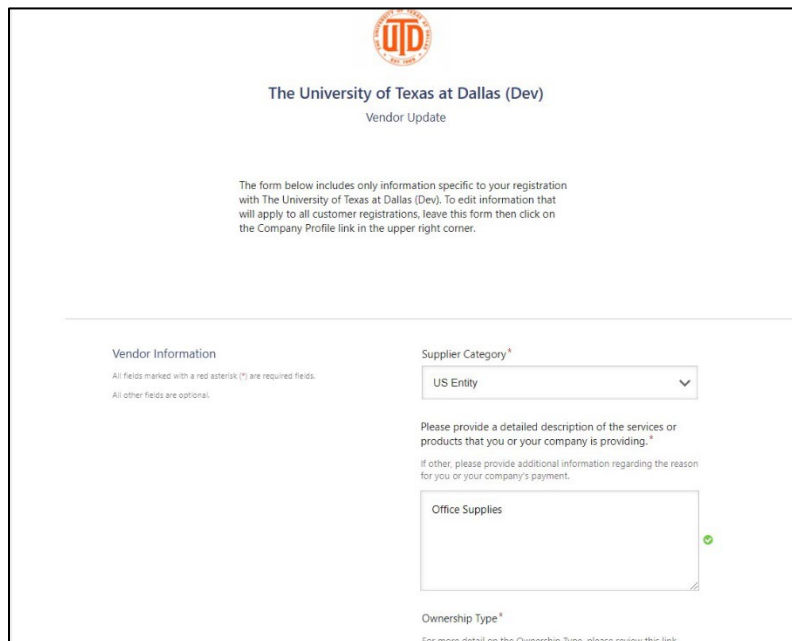
1. Log into PaymentWorks Profile and select 'Connect' tab.
2. Click on the link under Customer Registrations to access your Registration form for University of Texas at Dallas.

3. The next screen to appear will be the Registration form.



A supplier can edit any of the answers that were entered on the Registration form. When you complete your updates, click 'Resubmit' located at the bottom of the form.

! Important: If you are changing your payment method, you will first need to change the payment method on your registration form. Then update the information under Bank Accounts in your Company Profile.



The University of Texas at Dallas (Dev)
Vendor Update

The form below includes only information specific to your registration with The University of Texas at Dallas (Dev). To edit information that will apply to all customer registrations, leave this form then click on the Company Profile link in the upper right corner.

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

Supplier Category*
US Entity

Please provide a detailed description of the services or products that you or your company is providing.*
If other, please provide additional information regarding the reason for you or your company's payment.

Office Supplies

Ownership Type*
For more detail on the Ownership Type, please review this link