

PaymentWorks Form Guide

Non-US Individual Setup with Electronic Payment



21 April 2021

Welcome!

A request has been made to add you as a vendor within the Johns Hopkins System.

The instructions in this guide pertain to Non-US individuals, sole proprietors and all others doing business as a non-corporate entity.

Before You Begin

Before you begin, gather the following information:

- Your personal information such as name, address, phone number, and email.
- Your country's tax identification number, national identification number or other government-issued unique numerical identifier. You may also provide a US-issued ITIN if you have been issued one.
- Your bank's name and address.
- Your bank account information and wiring information.
- A PDF or image of one of the following:
 - A letter from your bank with wiring instructions
 - A copy of a bank account statement showing account information

Getting Started

You will receive an email with a link to PaymentWorks, our online vendor registration system. Click the link in the email, then click the “Join Now” button to begin registration.

Payees (Suppliers)

Join PaymentWorks for Free


Personal Information

| | |
|------------|-----------|
| First Name | Last Name |
|------------|-----------|

Company Name / Doing Business As (optional)

Title

Email

 Telephone

Create Password

Password

Confirm Password

☐ I agree to the [terms of service](#)

Fill in your First Name (given name) and Last Name (family name or surname). If you have multiple given names, list them in the First Name field.

If you represent yourself using a different name when conducting business, enter that name in the Company Name field.

Input your email address.

In the Telephone section, click on the flag to select your country, and then fill in your telephone number.

Create a unique password, and then confirm that password.

Click on the box stating “I agree to the terms of service”.

An activation email will be sent to the address you’ve provided for validation purposes. Follow the link contained in the email and sign in to PaymentWorks to start the registration process.

In order to ensure all appropriate fields are present, the first three questions on the form must be answered in order. The format and available options in the following questions will change depending on your responses.

If you have citizenship or legal standing in multiple countries, please work with your JHU contact to determine the appropriate choice for the Country of Citizenship field.

Foreign Tax ID will appear as an option only after a non-US country is selected, and should be used for all non-US ID numbers.

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)

Bangladesh



TIN Type *

Foreign Tax ID



Please provide your surname or family name in the Last Name field and your given name in the First Name field.

Tax Number is a required field, as it is used to uniquely identify PaymentWorks accounts. It should be populated with the appropriate tax or identification number for your country. The Form W-8 is only required if services are being performed within the US.

Tax Information

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

All other fields are optional.

Legal First Name *

Legal Last Name *

Tax Number *

8 to 20 characters

Confirm Tax Number *

W-8BEN

An image or PDF file can be used here. A blank form can be found at this link:

[W-8BEN](#)

Choose File

No file chosen

Clicking the flag icon in the Telephone field allows for specification of country codes.

Personal Information

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

All other fields are optional.

Full Name (or DBA) *

⚠ This field is required

Telephone Number *



ext.

⚠ This field is required

Preferred Email *

⚠ This field is required

Website

Description of Goods or Services

Setting the country first will ensure all other fields are appropriately presented.

For countries without postal codes, use “0000” as a value in that field. PaymentWorks requires that a postal code be present.

Primary Address

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

All other fields are optional.

Country*

Street 1*

Street 2

City*

State / Province / Region*

Zip / Postal Code*

Remittance Address may be entered separately or set to match the Primary Address by clicking the checkbox at the beginning of the section.

Remittance Address

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

All other fields are optional.

☐ Same as Primary Address

Country*

Bangladesh

Street 1*

Street 2

City*

State / Province / Region*

Zip / Postal Code*

The fields on slides 11, 12 and 13 may not appear for all registrants. If these fields are not present on your registration form please skip ahead to slide 14.

These fields are optional and may be left blank if they are not applicable.

Additional Information

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

All other fields are optional.

Vendor Contact Information

Sales Contact

Sales Contact Email

AR Contact

AR Contact Email

Business Classification and Employee Count may be left blank for individual registrations. If the field “Do you accept Purchase Orders” is present on your registration, please consult with your Johns Hopkins contact to determine if you will be paid on a purchase order. If a purchase order is required for your payment, answering “No” may delay processing.

Additional Information

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

All other fields are optional.

Business Information

Business Classification

Choose One



Employee Count

Choose One



Do you accept Purchase Orders? *

Yes



PO Delivery Details

Email address for PO delivery

This section may be left blank by individual registrants.

Additional Information

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

All other fields are optional.

Are you a qualified Nonprofit business?

No



Are you providing Software as a Service (SaaS)?

Choose One



Non-US registrants **must** choose **ACH** as the Preferred Payment Method. Wire transfers are covered under this choice.

If transactions to your country require an IBAN it must be provided, otherwise the field should be left blank.

Additional Information

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

All other fields are optional.

Preferred Payment Method *

Johns Hopkins prefers ACH payments. Non-US vendors must select ACH for electronic payment.

ACH



ACH Selected

Thank you for choosing ACH payments. Please complete the Bank Account section below in order to enable electronic payments.

Enter all account and routing numbers without spaces, dashes or other separators. Please note that if you do not complete all required banking details Johns Hopkins will not receive your payment information.

IBAN

If you are setting up a bank account below and you have an IBAN (International Bank Account Number), please enter it here without spaces, dashes or separators.

Before filling this section, scroll down to ensure your bank's country is set correctly.

All fields in this section must be filled in order for the bank account information to transmit. The Name on Account field should be the exact name listed as the primary account owner with your bank. For Account Type, Checking Account is equivalent to a Current Account or a Transaction Account.

Banking Information

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

All other fields are optional.

Bank Name*

Name on Account*

Account Number*

Confirm Account Number*

Account Type*

Select Account Type 

SWIFT Code*

A bank validation file must be provided to authenticate your banking information. Valid file types are provided in the instructions by the field. Please note that voided checks are **not** accepted for non-US banks.

Banking Information

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

All other fields are optional.

Bank Validation File*

An image or PDF file can be used here containing one of the following:

- Letter on company letterhead
- Voided check
- Voided deposit slip
- Letter from your bank
- Copy of a bank account statement

[Choose File](#)

No file chosen

Email Address for Payment Notifications*

Bank Authorization*

Customers using PaymentWorks and the financial institution named herein are authorized to automatically deposit monies to my account

☐ I Agree

All fields in this section must be filled in order for the bank account information to transmit. Setting the country first will ensure all other fields are appropriately presented.

For countries without postal codes, use “0000” as a value. PaymentWorks requires that a postal code be present.

Bank Address

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

All other fields are optional.

Country*

Street 1*

Street 2

City*

State / Province / Region*

Zip / Postal Code*

After adding all required information, select “Submit” to complete the registration process. Monitor your email to check for notifications, as we may return your form to you for clarification or corrections if necessary.

You will receive all registration-related emails at your email address as well as within the PaymentWorks messaging portal. You may access the portal directly without the use of the emailed link by navigating to www.paymentworks.com and logging in with your email address as your username.