



Doing Business with The University of Texas System Administration

How to become a Vendor

All vendor registrations are made through a third-party service, PaymentWorks, who has a portal **FREE** to all vendors to register their business and submit required financial documents. Invitations are sent to suppliers by UT System departments. It takes just a few steps to have vendors enabled to conduct business with UT System.

Tips to help complete the PaymentWorks Profile

Forms: Please do not email forms or sensitive information to UT System.

Navigation: Click on the Help button in the PaymentWorks portal for assistance while navigating the portal.

Ownership Type: Identify your ownership type ahead of time [here](#).

Registration: Once your form is submitted, please do not enter any changes in the company profile or registration form until the registration status changes to 'Connected.'

Payment Method: We encourage all vendors to provide banking information for ACH/Direct deposit payments. [UT System Administration Policy UTS166 Cash Management and Cash Handling Policy](#) requires payments over \$10,000 be made via direct deposit, and strongly encourages direct deposit for payments of \$5,000 or more.

ACH (Direct Deposit): This remittance option is only for banks based in the United States. When completing this, do not add a **SWIFT** code.

Wire: This remittance option is only available for Foreign (outside US) payees.

Ownership Type –Pay special attention to the descriptions for each ownership type. "Other" is used often incorrectly.

Texas SOS Charter Number – AKA Texas Charter Number, if required, can be validated [here](#).

Data Universal Numbering System (DUNS) - DUNS number is a unique nine-digit number provided by Dun and Bradstreet (D&B). DUNS are verified by calling 1-866-705-5711 or by visiting their website, <http://www.dnb.com/get-a-duns-number.html>

Supplier Requirements

Tax Identification Number - UT System is requesting disclosure of Social Security Numbers (SSN) in order to report compensation to the IRS, as required by federal law. Further disclosure of Social Security Numbers will be governed by the Public Information Act ([Chapter 552 of Texas Government Code](#)).

Suppliers contracting with a State of Texas agency must provide one of the following:

- Federal Employer Identification Number (EIN) issued by the Internal Revenue Service (IRS)
- Owner's Social Security Number (SSN) issued by the Social Security Administration

Name and Number to Provide - The [Texas State Comptroller's Office](#) requires UT System to obtain the following information:

Ownership Type	Description of Ownership Type	Requirement 1	Requirement 2	Requirement 3
Professional Association	Entity is registered with the Texas Secretary of State, such as medical doctors and professional organizations.	EIN	Texas Secretary of State Charter Number – 10 Digits	
Professional Corporation	Corporation is registered with the Texas Secretary of State as a professional corporation.	EIN	Texas Secretary of State Charter Number - 10 Digits	
Texas Corporation	Corporation registered with the Texas Secretary of State, profit or non-profit.	EIN	Texas Secretary of State Charter Number – 10 Digits	
Texas Limited Partnership	Partnership formed by two or more persons and having one or more general partners and one or more limited partners registered with the Texas Secretary of State.	EIN	Texas Secretary of State Charter Number - 10 Digits	
State Employee	Employee of a Texas state agency or institution of higher education.	SSN or ITINS	Employing State Agency Number – 3 digits	
State Agency - Any Texas agency or institutions of higher education created by the Texas Legislature	Any Texas state agency or institution of higher education created by the Texas Legislature.	EIN	State Agency Number- 3 Digits	
Sole Owner	Person with exclusive title or right to a business. Includes Single-Member LLC using an EIN	EIN, SSN, or ITIN	Sole Owner Name	Sole Owner SSN or ITINS
Partnership	Legal relationship that exists between two or more persons or other legal entities contractually associated as joint principals in a business. Includes LLC with tax classification P - Partnership	EIN of partnership Entity	Partner #1 Name	Partner #1 SSN, EIN or ITINS
			Partner #2 Name	Partner #2 SSN, EIN or ITINS
Financial Institution	Any state bank, federal bank, savings and loan, or credit union.	EIN		
Foreign (Out of USA) - Entity	Entity outside of the United States that may not have an SSN, ITIN or EIN.	Foreign Tax ID		
Government Entity - Agencies not created by the Texas Legislature	Any legal government agency not created by the Texas Legislature, such as county and city governments and federal agencies	EIN		
Individual Recipient - US	Individual from within the United States	SSN		
Individual Recipient – Foreign	Individuals from outside the United States	Foreign Tax ID or SSN/ITINS (if claiming a tax treaty)		
Other	Organizations not defined within one of the other TINS ownership types; such as estates or informal organizations not chartered by the Texas Secretary of State.	EIN		
Out-of-State Corporation (Outside of Texas)	Corporation legally chartered by a governmental entity outside the state of Texas	EIN		

Payments

Addresses - UT System remits payments in accordance with the [Texas Government code, Chapter 251, Texas Prompt Payment Act \(PPA\)](#).

Direct Deposit - Suppliers who choose to participate in the Direct Deposit program must allow sufficient time for processing. Suppliers are responsible for providing correct financial information and verification of the receipt of payment to their bank. Any changes to a supplier's financial institution should be updated by accessing PaymentWorks portal. The supplier is responsible for notifying UT System within three (3) business days if the deposit has not been made or if the receipt includes an incorrect amount. UT System reserves the right to make appropriate adjustments from the account on file.

Privacy Act Notice

IRC section 6109 requires you to furnish your correct TIN to persons who must file information returns with the IRS to report certain payments. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Penalties

Failure to Furnish Federal Tax Identification Number If you fail to furnish the correct Tax Identification Number to a requestor, you are subject to a penalty of \$50 for each such failure unless the failure is due to reasonable cause and not to willful neglect.

Civil Penalty for False Information with Respect to Withholding. – If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal Penalty for Falsifying Information. – Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of Federal Tax Identification Number. – If the requestor discloses or uses Tax Identification Number in violation of Federal law, the requestor may be subject to civil and criminal penalties.

Foreign Vendors

Individuals - Citizens of The United States of America (U.S.) must generally provide the name shown on their federal income tax return. However, if your last name has changed for instance, due to marriage, and the Social Security Administration has not been informed of the name change, enter your first name and last name currently shown on your social security card, and add your new last name. UT System is requesting disclosure of SSN's in order to report compensation to the IRS, as required by federal law. Further disclosure of social security numbers will be governed by the Public Information Act ([Chapter 552 of Texas Government Code](#)).

Non-USA Resident/Nonresident Alien (Individual) - For income tax purposes, “nonresident alien individual” makes reference to an individual who is neither a citizen nor resident of the U.S. Generally, an alien is considered to be a resident of the U.S. if:

- The individual was a lawful permanent resident of the U.S. at any time during the calendar year, that is, the alien held an immigrant visa (a “green card”), or
- The individual was physically present in the U.S. for:
 1. At least 31 days during the calendar year, and
 2. 183 days or more during the current year and the 2 preceding calendar years (counting all the days of physical presence in the current year, one-third the number of days of presence in the first preceding year, and only one-sixth of the number of days in the second preceding year).

[See Pub. 519, U.S. Tax Guide for Aliens](#), for more information on resident and nonresident alien status.

Applying for Residency/Visa Status - Immigration regulations regarding employment eligibility of non-immigrants are complex. For preliminary information regarding visa types that permit payment for services, email vendorsetup@utsystem.edu.

Withholding - Foreign persons are not generally required to have an IRS assigned Tax Identification Number (TIN), nor are they subject to any backup withholding because they do not furnish a TIN to a payer. However, non-employee payments for services to nonresident aliens are subject to tax withholding unless a tax treaty with their country entitles them to either a lower rate or exemption. To claim any available treaty benefits, the recipient must have either a SSN or ITIN. Additionally, [IRS Form 8233, Exemption from Withholding on Compensation for Independent \(and Certain Dependent\) Personal Services of a Nonresident Alien Individual](#), must be filed with UT System.

To obtain an Individual Taxpayer Identification Number, see this IRS resource:

<https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin#itin>

Claiming Treaty Benefits - If claiming Tax Treaty benefits, supplier is required to meet conditions not covered in this document. The following are additional examples of who can claim Treaty Benefits:

- Exempt organization claiming benefits under exempt organization articles or the treaties.
- Person claiming treaty benefits on royalties if the treaty contains different withholding rates for different types of royalties.

USA Representative or Agent - [The Foreign Agents Registration Act \(FARA\)](#) was enacted in 1938. FARA is a disclosure statute requiring persons acting as agents of foreign principals in a political or quasi-political capacity, to make periodic public disclosure of their relationship with the foreign principal, as well as activities, receipts and disbursements in support of those activities. Persons whose activities are purely of commercial nature or solely of a religious, scholastic, academic, scientific or fine arts nature are exempt. Public information related to the FARA may be obtained in person at the FARA Registration Unit Public Office located at: Department of Justice/ NSD, FARA Registration Unit, 600 E St., NW BICN - Room 1300, Washington, DC 20004.