

University of Houston System-PaymentWorks Vendor Setup Supplemental Form

Thank you for connecting with us as a vendor. Please complete this form and upload to PaymentWorks. We recommend that you keep a copy of this completed form, as the PaymentWorks system requires a reupload if we need to return the setup to you for additional information. Upload this blank form if you have nothing to enter on it.

If you complete any information on this page that is unnecessary or disagrees with information entered directly in PaymentWorks, then the direct-entered information will prevail.

1. The University of Houston System **strongly recommends an ACH (Direct Deposit)** setup for all vendors in the United States. Please complete the information on the PaymentWorks site to identify your ACH information and **complete the following** in reference to that information.*

a. Will these payments be forwarded to a financial institution outside the United States? Yes No
If "YES," also complete the ACH (Direct Deposit) Payment Destination Confirmation (Form 74-227).

b. Electronic submittal of this form attached to the PaymentWorks registration constitutes approval of this statement associated to the ACH information provided:

I authorize the Texas Comptroller of Public Accounts to deposit my payments from the state of Texas to my financial institution electronically. I understand that the Texas Comptroller of Public Accounts will reverse any payments made to my account in error. I further understand that the Texas Comptroller of Public Accounts will comply at all times with the National Automated Clearing House Association's rules. *(For further information on these rules, please contact your financial institution.)*

2. **If your Tax Classification is "Individual,"** University of Houston System and/or the State of Texas requires your affiliation for various reporting purposes (check all that apply).

___ State of Texas Employee (Incl UH System): State Agency Number _____, and

Employee ID (only for UH, UHS, UHCL, UHD, or UHV) _____.

___ Student (only at UH, UHCL, UHD, or UHV): Student ID _____

___ Regent of the UH System

___ None of these

3. **If your Tax Classification is "Partnership,"** the State of Texas requires for two of your partners the SSNs or ITIN-based number if a partner is an individual or the EINs if a partner is a business entity. ***LLP businesses need not complete this section.***

Name: _____ SSN/ITIN or EIN: _____

Name: _____ SSN/ITIN or EIN: _____

* 1a. Check "YES" or "NO" to indicate if direct deposit payments to the account information designated in the PaymentWorks account to which this form will be uploaded will be forwarded to a financial institution outside the United States. If "YES," also complete the ACH (Direct Deposit) Payment Destination Confirmation (Form 74-227). Form 74-227 can be found online at https://uh.edu/office-of-finance/ap-general/vendor_info/74-227.pdf.

1b. Per the State of Texas Comptroller's office, this section must be completed in its entirety, and no alterations to the authorization language will be accepted.