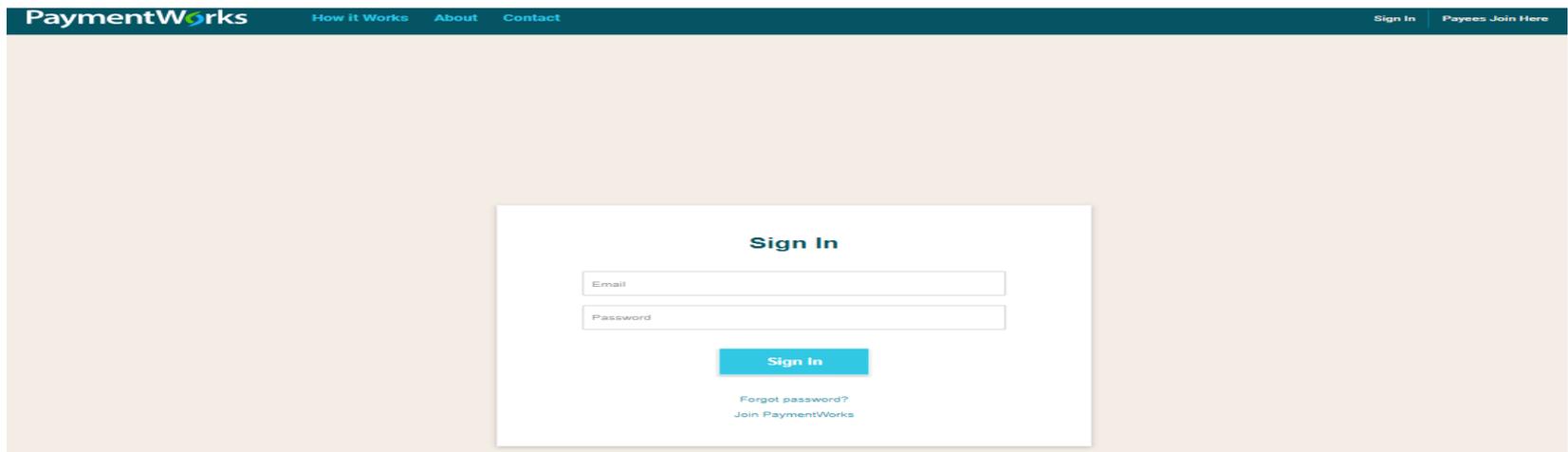


How do I complete the tax classification field in PaymentWorks?

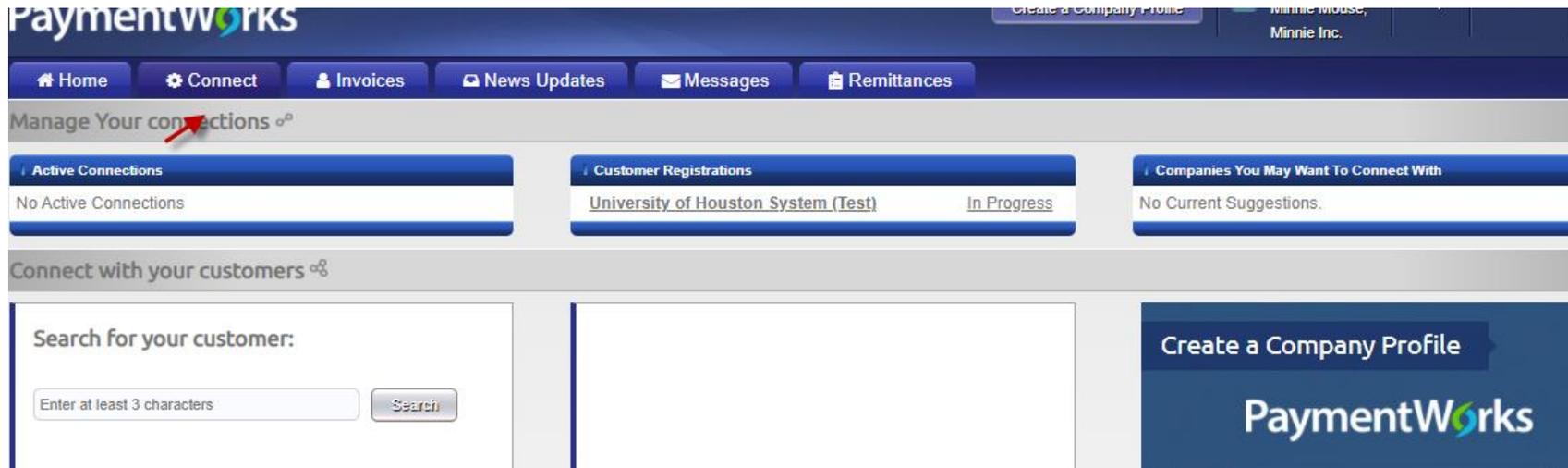
Vendor Type	Tax Information		Additional Information
	For Tax Purpose	Tax classification	Supplier category
Individual	Individual, Sole Proprietorship, or Single-member LLC	Individual	US individual
Business	Individual, Sole Proprietorship, or Single-member LLC	Sole Owner (Sole Proprietor)	US Entity
Business	Individual, Sole Proprietorship, or Single-member LLC	Single-member LLC	US Entity
Business	Corporation or other complex business entity	C Corporation	US Entity
Business	Corporation or other complex business entity	S Corporation	US Entity
Business	Corporation or other complex business entity	Partnership	US Entity
Business	Corporation or other complex business entity	LLC Taxed as C Corporation	US Entity
Business	Corporation or other complex business entity	LLC Taxed as S Corporation	US Entity
Business	Corporation or other complex business entity	LLC Taxed as Partnership	US Entity
Business	Corporation or other complex business entity	Other	US Entity

Note: if you select tax purpose as Corporation or other complex business entity, there are several scenarios. Please follow the steps below:

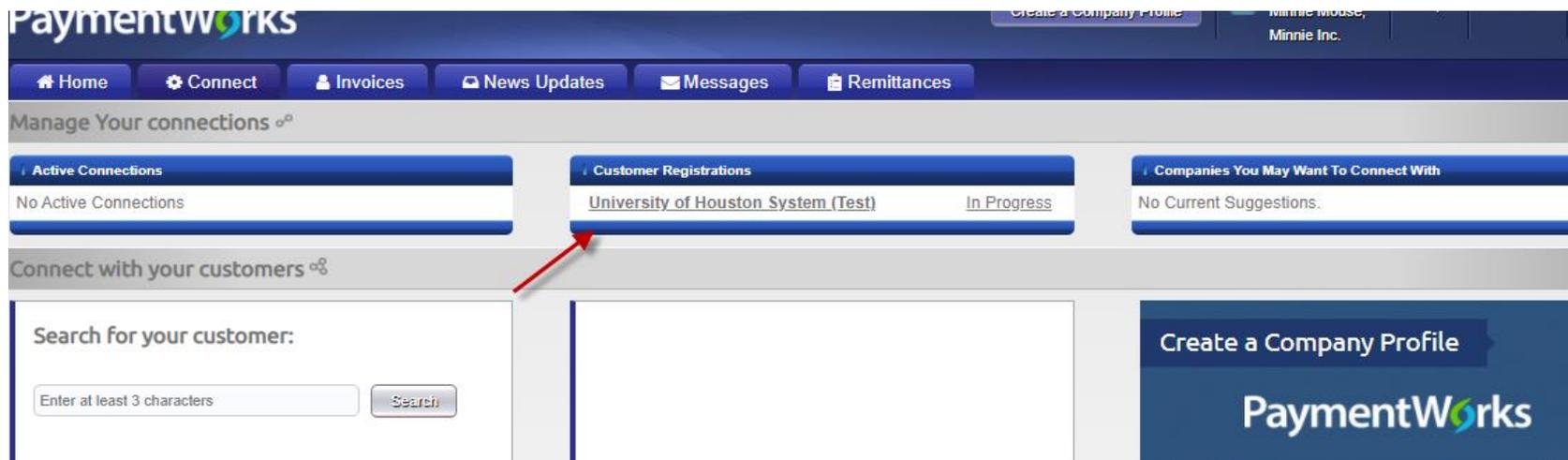
1. Log Into PaymentWorks at <https://www.paymentworks.com/accounts/login/>



2. Click the "Connect" tab



3. Click on the text that reads University of Houston System



4. You will be taken into the form. Please go to tax information section. When you select the Corporation or other complex business entity as your tax purpose, there are many different tax classifications. Please see the screenshot below: ([Table of Comparisons Between PaymentWorks and W9 form](#) on the next page)

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 Incorporation or Organization*

United States

Business Legal Name*

Legal Name is defined as your company's official name that appears on government and legal forms and is tied to your company's Tax Identification number.

EIN*

9 digits, no dashes or spaces

Confirm EIN*

Tax Classification*

This can be found on section 3 of your W-9.

LLC taxed as Partnership

Choose One

- C Corporation
- S Corporation
- Partnership
- Trust/Estate
- LLC taxed as C Corporation
- LLC taxed as S Corporation
- LLC taxed as Partnership
- Other

Yes

Table of Comparisons between PaymentWorks and W9 form

Table of Comparisons Between PaymentWorks and W9 form	
PaymentWorks	W-9 FORM
<p>Tax Information</p> <p>All fields marked with a red asterisk (*) are required fields. All other fields are optional.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="background-color: yellow; display: inline-block; padding: 2px;">Tax Classification *</p> <small>This can be found on section 3 of your W-9.</small></div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>LLC taxed as Partnership ▼</p> <p style="background-color: yellow; display: inline-block; padding: 2px;">Choose One</p> <ul style="list-style-type: none"> C Corporation S Corporation Partnership Trust/Estate LLC taxed as C Corporation LLC taxed as S Corporation LLC taxed as Partnership Other </div>	<p>3 Check appropriate box for federal tax classification; check only one of the following seven boxes:</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <input style="width: 50px;" type="text"/></p> <p>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ <input style="width: 150px;" type="text"/></p>
C Corporation	C Corporation
S Corporation	S Corporation
Partnership	Partnership
LLC Taxed as C Corporation	Limited Liability Company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <u>C Corporation</u>
LLC Taxed as S Corporation	Limited Liability Company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <u>S Corporation</u>
LLC Taxed as Partnership	Limited Liability Company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <u>Partnership</u>
Other	Other (see instructions) ▶