Correcting Tax Classifications Within PaymentWorks (Vendor Instructions)

1. Login to paymentworks.com

2. Under **Customer Registrations**, they click on the In Progress link that is next to Kent State University

   ![Image of Customer Registrations]

3. You will now be looking at your registration form. Review the first question.
   
   a. If the supplier/vendor who you are registering is an individual/sole proprietor or single-member LLC, click the **Individual, Sole Proprietorship, or Single-member LLC** radio button.

   b. If the supplier/vendor’s tax classification is anything else, click the **Corporation or other complex business entity** radio button.

   ![For tax purposes, which best describes you?]

4. Further down the page, under **Tax Classification**, choose the supplier/vendor’s correct specific classification, from the drop down menu.

   ![Tax Classification]

5. In the next section down, mark **Yes** to generate a new W9 or choose to upload the vendor/supplier’s W9.

6. When all changes have been made, submit the registration once again (click button at the bottom).