

Doing Business with the University of Texas at Arlington Responsibility

The Office of Disbursements for the University of Texas at Arlington (UTA) has the responsibility of verifying and allowing supplier information into the University's Payment System. Our staff are committed to helping all suppliers succeed as partners which helps UTA achieve its mission of being a comprehensive research, teaching and public service institution.

How to become a Supplier with UTA

All vendor registrations with UTA are made through a third-party vendor, PaymentWorks. PaymentWorks has a portal that is FREE to all suppliers to register their business and submit financial documents required by UTA. Invitations are sent to suppliers by various UTA departments. It takes just minutes and a few quick steps to have suppliers enabled to do business with UTA. Please see the reference guides below for navigating through the PaymentWorks tool in order to become a registered UTA vendor:

Tips to help complete your PaymentWorks Profile with UTA

- **Wire** – This remittance option is only available for Foreign (outside US) payees to Non-US based banks.
- **“Are you being paid for any of the following services?” Statements**– These statements are used to code and generate 1099 reports for tax filings each year.

If you are not providing a service or are an exempt organization, please select “I am an exempt organization under Internal Revenue Code Section 501(c)(3).”

If you or your company is providing a service such as training, speaking, etc, please select the statement “My Company or I am being paid for Non-Employee Compensation, or other reason not listed Non-Employee Compensation”

If you are receiving funds are part of an award or prize including stipends, please select the statement “My Company or I am being paid for a prize or award or Human Research Subject/Grant award Other Income (prizes and awards)”

- **Ownership Type** – Please pay attention to the descriptions for each ownership type. “Other” is used often incorrectly. Ownership types can be found here: [Texas State Comptroller's Office](#)
- **Texas Secretary of State Charter Number** – If it is required, it can be validated [here](#). It is labeled “Texas SOS File Number”

[UTA PaymentWorks Supplier Aid](#)

Supplier Requirements

Tax Identification Number

Suppliers that contract 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
- Texas Comptroller of Public Accounts Assigned Number or Texas Taxpayer Number (<https://fmx.cpa.state.tx.us/fmx/payment/resources/tin.php>).

Name and Identification Number(s) to Provide

The [Texas State Comptroller’s Office](#) requires the UTA 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	
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.	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.	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 or SSN/ITINS (if claiming a tax treaty)		
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	EIN		

	or informal organizations not chartered by the Texas Secretary of State.			
Out-of-State Corporation (Outside of Texas)	Corporation legally chartered by a governmental entity outside the state of Texas	EIN		

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>

Individuals

Citizens of The United States of America (U.S.) must generally provide the name shown on your social security card or 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, please enter your first name and last name currently shown on your social security card, and add your new last name. UTA 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](#)) and UTA Policies.

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, please email [UTA’s Payroll Office](#).

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 to nonresident aliens are subject to 30% 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 TIN. 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 UTA.

To obtain an Individual Taxpayer Identification Number please 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 with Canada, Mexico, Germany, and the Netherlands;
- Foreign corporations that are claiming a preferential rate applicable to dividends based on ownership of a specific percentage of stock; or
- Person claiming treaty benefits on royalties if the treaty contains different withholding rates for different types of royalties. Claiming Treaty Benefits is generally not applicable under an interest or dividend, other than dividends subject to a preferential rate based ownership article of a treaty.

USA Representative or Agent

[The Foreign Agents Registration Act \(FARA\)](#) was enacted in 1938. FARA is a disclosure statute that requires 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.

Payments

Addresses

UTA remits payments in accordance with the [Texas Government code, Chapter 2251, 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 UTA within three (3) business days if the deposit has not been made or if the receipt includes an incorrect amount. UTA reserves the right to make appropriate adjustments from the account on file.

Privacy Act Notice

To report certain payment, Internal Revenue Code section 6109 requires suppliers to furnish correct Federal TIN's to persons who must file information returns and with the IRS. The IRS uses the numbers for identification purposes and to help verify the accuracy of tax returns. Suppliers must provide TIN's whether or not required to file a tax return. Payers (UTA) must generally withhold 31% of certain taxable payments to a supplier who does not furnish a TIN. Certain penalties may also apply.

Penalties

Failure to Furnish Federal Tax Identification Number If you fail to furnish your correct Tax Identification Number to a requestor you are subject to a penalty of \$50 for each such failure unless your 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.