

All About Direct Deposit

Direct Deposit allows payments to your organization from Dartmouth (Dues, Rent, GLC reimbursements, etc.) to be automatically, electronically deposited into your bank account (known as an ACH transfer). Setting up to receive funds from Dartmouth via ACH payments is a safe and secure process, and payments via ACH are faster and more reliable, with less risk of loss or theft. Dartmouth utilizes PaymentWorks, a secure online platform, for Direct Deposit. PaymentWorks securely manages your organization's information and is further safeguarded by indemnity insurance of up to \$1 million per payment. We strongly encourage all groups to use Direct Deposit if they can.

Why Direct Deposit?

- No need to pick up a check in Robinson
- Get your money faster; checks are only printed on WednesdaysGet your money deposited even if away on break
- Save Dartmouth money, direct deposit is much cheaper
- Align with Dartmouth's plans to reduce paper.

Preparing for Direct Deposit

Before you do anything else, you need to prepare and see if you can do Direct Deposit; not everyone can.

- A. You will need a blank paper check from your bank account. Contact the Financial
- Coordinator for alternatives if you don't have a paper check. B. Look at your bank statement to see the exact name on your account.
- C. You need to also know the <u>EIN</u> on your bank account. Ask your bank.
- D. Look up the EIN that's on your bank account <u>here</u>. The Organization Name that the IRS has for your EIN must EXACTLY match the name on your bank account.
- E. We recommend you use a laptop or tablet to do the process below, as it might be hard to
- follow on a phone.F. Contact the Financial Coordinator if any issues with A-E above.

Step-by-Step Instructions

- 1. Write VOID in big letters on the front of the blank check. Take a picture of both the front and of the back of the check.
- 2. Draft an email asking for an "Invitation" to join PaymentWorks with your organization's exact name (B & D above) in quotes, and your organizational email (e.g. alpha.beta.gamma@dartmouth.edu). No personal emails are allowed.
- 3. Send this email to admin.and.Provost.Finance.Center@dartmouth.edu
- 4. If you have some money (e.g. rent) sent to your Alumni/House corporation and some to the student group (e.g. dues), contact the Financial Coordinator for more information on how to set up for such a situation.
- 5. Once the Admin & Provost Finance Center processes your request and asks PaymentWorks to send you an invitation, your house email account should receive the invitation from invitations@paymentworks.com. This can take a few days. If you don't get it, check in the spam folder. Remember, the invitation (and all other emails) will be sent to your organizational email account. Here's what the invite looks like.

Every every

If you have questions regarding the PaymentWorks platform or specific aspects of the registration process, please review the help documentation or contact Support here. Thank you for your participation. Sincerely,

6. In the email invitation, "click here".

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7. This web page (below) should open, click "Join Now".



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8. You should then see this page (below); fill in as shown. Remember to add to your Officer Manual that you should change the phone number when there's an officer transition. Also pick a good password and keep it somewhere secure. We advise using a password manager; glad to explain. Remember, if someone can break into your account, then they could redirect your Direct Deposits into their account, not yours.....

🔘 👌 https://www.paymentworks.com/df/accounts/register-payee/111890/c29zbWFhMWM5N2QwOGU5Zjk2NmY5Y 🏠 🖾 🛛 😒 🛓 🚱 🖆 👰 🚍

Paymentworks		Sign In
	Payees (Suppliers) Join PaymentWorks for Free	
	Your Information	
	First Name Jane Last Name Doe	
	Company Name Org. Name from Bank Account	
	Title Treasurer (?)	
	United States+1 [other country telephone codes deleted]	
	Telephone your #. Officer change? Update !!!	
	Email your org. email@dartmouth.edu	
	Confirm Email as above	
	Create Password	
	Password pick a good one, it's your money !!	
	Confirm password as above	
	I agree to the Terms of Service	
	Join Now	
	0 2 3 4	
Click "Join Now" and you	will see the screen below. A confirmation email	will be sent to



	Verify Your Email and Complete Your Registration Thank you, PaymentWorks PaymentWorks	
	If this was sent to you in error, please ignore this email and your address will be removed from our records.	
10.	After you click the "Verify" link in the email, you will see this confirmation screen:	
	PaymentW§rks sign In	
	6	
	Thanks Richard, Your account is now active	
	Sign in with your username and password.	
	© 2014 - 2022 PaymentWorks, Inc. Privacy Policy Terms of Service	
11.	Your account is now created, but nothing has yet been configured. Click the "Sign In" to log back in. You will see the Multi Factor Authentication (MFA) screen (below). MFA is like using Duo at Dartmouth; it provides a second means of making sure it's really you. Put your phone number in and click "Submit". Remember, new officer, change # !! PaymentWorks	
	Multi-Factor Authentication	
	Please enter the number you would prefer to have associated with multi-factor authentication.	
	vour phone # here	
	Submit	
	© 2014-2022 PaymentWorks, Inc. Privacy Policy Terms of Service	
12.	Now you will be asked how you want to do MFA as shown in screen below.We suggest opting for an SMS Text message, so click the left (SMS) button and "Submit". PaymentWorks	
	Change device / number	
	Multi-Factor Authentication	
	Please select the method to verify your multi-factor	
	authentication enabled device: XXX-XXX-5154	
	SMS Text Message Voice Call	
	Submit	
	© 2014-2022 PaymentWorks, Inc. Privacy Policy Terms of Service	Terms
	The screen below will now appear, and PaymentWorks will text a (six digit?) number to your cell phone, i.e. the phone number that you gave them. Put the number in the screen below and click "Submit".	
	PaymentWjrks sign Out	
	< Change contact method	
	Multi-Easter Authentiestion	
	An authentication code from PWAIITH has	
	been sent to XXX-XXX.	
	your # here, eg 123456	
	Submit Resend code	
	Phag-	Terms
	© 2014-2022 PaymentWorks, Inc. Privacy Policy Terms of Servic	e
13.	MFA is now configured, and the screen below will appear showing that your account is now active. Sign in again; if you don't get the screen, go to PaymentWorks at https://	
	www.paymentworks.com	



14. You should see this screen. Note the login link in the top menu with the red arrow pointing there. Click this link and login.
 ○ A https://www.paymentworks.com



15. A successful login will bring you to this welcome screen (below). Note the 4 tabs across the top of this screen. You will fill in the fields in each tab, one tab after another. So click "Next" at the bottom right to move to the next (Tax Information) tab.





Welcome, Richard Akerboom! In order to onboard as a new vendor, you will have to fill out and submit the following form to **Dartmouth College**.

You will be notified by email when your application is processed.

Save and Exit

Next

	mentWorks		C→ Logout
	✦↓ Welcome I Tax Informatio	Addresses 😑 Additional Information	
	Tax Information	For tax purposes, which	
	fields. All other fields are optional.	best describes you?*	
		 Individual or Sole Proprietorship Corporation or other complex business entity 	
		Country of Incorporation or Organization*	
		United States +	
		Business Legal Name Business legal name is your company's official name as it appears on government and legal forms, such as	
		line one of your W9 or W-8BEN. This name is linked to your company's Tax Identification Number (TIN) and is not your DBA (doing business as) name.	
		Enter Text Here organizational name from bank account	
		EIN*	
		Entr Value Here	
	Tax Information	Confirm EIN* Enter Value Here	
	All fields marked with a red asterisk (*) are required fields.	same again	
	All other fields are optional.	This can be found on section 3 of your W-9.	
		Other -	
		Tax Classification Other Description* Enter Text Here NH Non profit Corp.? Discuss	
			,
		Generate Electronic W-9*	
		form W-9 for you automatically, unless you opt out. Electronic W-9's are convenient for you and provide enhanced security for your information. You may wish	
		to opt-out of electronic W-9 generation if you have any exemptions (Section 4) or specific signature requirements (see instructions on page 4 and 5 of the	
		W-9). () Yes	
		Form W-9 Certifications You have chosen to submit your Form W-9 electronically. Please confirm the following	
		certifications: Tax ID Type	
		The Tax ID number shown on this form is my correct taxpayer identification number	
	All other fields are optional.	Backup Withholding I am not subject to backup withholding because:	
		 (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup 	
		withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.	
		Citizenship	
		I am a U.S. citizen or other U.S. person Certification Instructions	
		You must uncheck item 2 ("Backup Withholding") above if you have been notified by the IRS that you are	
		currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not	
		apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement	
		arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.	
		form W-9	
	Tax Information	abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than	
	All fields marked with a red asterisk (*) are required fields. All other fields are optional.	interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II on page 3 of the IRS	
		form W-9	
	Company	Business Name or DBA*	
	Information	Enter the name you want to appear on Line 2 of the W9 form or on any checks/payments made out to you. This can be your full name, business name, trade	
	All heids marked with a red asterisk (*) are required fields. All other fields are optional.	name, DBA name, or disregarded entity name.	
		Preferred Email*	
		Enter Email Here your organizational email. no personal email	
		Description of Goods or Services	
Tł fil	is is 'boilerplate' that is automatically ed in, don't change	Dartmouth bills on our behalf, this will facilitate direct deposit of the proceeds of such billing directly into our bank account.	
Draft save	d 10/28/2024, 2:33:19 PM	Save and Exit	Next
Vext is the pplicants	Address tab, shown below. Note are shown in black. You will nee	e that the details common to all Dartmo ed to add that along with the details that	outh it vary
rom grou	 to group (in red). When you are A https://www.paymentworks.com/df/new-vendor-s 	finished, click "Next" in the bottom ri	ght. உ பி @
Рау	rmentW o rks		[→ Logout
	Velcome 🖸 Tax Information	Addresses Additional Information	
	Primary Address	Country*	
	All fields marked with a red asterisk (*) are required fields.	United States	
	All other fields are optional.	Street 1* Enter Text Here i your physical street address here	
		Street 2	
		Enter Text Here	
		City*	
		C Enter Text Here	
		Hanover	
		Enter Text Here Hanover State* Select an Option New Hampshire	
		City Enter Text Here Hanover State* Select an Option New Hampshire • Zip / Postal Code* Enter Text Here	
	uncheck so you can set up separate mailing address	Enter Text Here Hanover State* Select an Option New Hampshire Zip / Postal Code* Enter Text Here 03755	
	uncheck so you can set up separate mailing address	Enter Text Here Hanover State* Select an Option New Hampshire Zip / Postal Code* Enter Text Here 03755	
	uncheck so you can set up separate mailing address Remittance Address	Enter Text Here Hanover State* Select an Option New Hampshire Zip / Postal Code* Enter Text Here 03755 Same as Primary Address	
	uncheck so you can set up separate mailing address Remittance Address All fields marked with a red asterisk (*) are required fields.	Enter Text Here Hanover State* Select an Option New Hampshire Zip / Postal Code* Enter Text Here 03755 () () () () () () () () () () () () () (

	City* Enter Text Here Hanover		
	State * Select an Option New Hampshire	•	
	Zip / Postal Code* Enter Text Here 03755	20	
Draft saved 10/28/2024, 2:36:55 PM	Sav	re and Exit Next	

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18. The final tab is for Additional Information, mostly about your bank and the account you have there. Remember to click the button and upload both images of your VOID'ed check (#1 above). Review the information on all 3 tabs, then on this tab click "Submit".

Additional	Supplier Category*
Information	US Entity -
All fields marked with a red asterisk (*) are required fields. All other fields are optional	Purchase Information
	delivery*
	organizational email
	Payment Method for Domestic Vendors *
	Payment Terms for each Payment Method are listed below:
	Virtual Card (Pay Upon Receipt) - A Virtual Card is a payment method that acts similar to a credit card,
	with associated merchant fees. ACH (Net 30) - An ACH payment is a type of electronic bank-to-bank payment, similar to direct deposit. It is only available for those with US Banks.
	Check (Net 45)
	ACH ~
	Bank Name*
Banking	name of your bank (Ledyard or B of A?)
Information	Name on Account*
fields. All other fields are optional.	enter Text Here organization name from bank account
	Account Number*
	Enter Text Here your bank account #
	Confirm Account Number*
	Enter Text Here and again
	Account Type*
	Select an Option Company Checking
	Center Text Here
	get this non your bank
ianovo this field leave blank	SWIFT Code
Banking	Bank Validation File * An image or PDF file can be used here containing one
Information	of the following:
All fields marked with a red asterisk (*) are required fields.	Voided deposit elip
All other fields are optional.	Volge deposition Letter from your bank Converting to the second to the se
click this button so you can upload the	Choose File
pictures (front & back) of your voided paper	No file chosen
спеск	Email Address for Payment Notifications*
	your organizational email
	Bank Authorization*
	Customers using PaymentWorks and the financial institution named herein are authorized to
All other fields are optional.	automatically deposit monies to my account
	V I Agree
	Country*
BANK AQQI'ESS	Select an Option L ited States
fields. All other fields are optional.	Street 1*
	Enter Text Here
think you can	Street 2
skip these, if not, contact	
your bank	City*
	Enter Lext Here
$\langle \rangle$	State*
	Select an Option
	Zip / Postal Code*
	Enter Text Here

www.paymentworks.com periodically to see when you get approved, or if PaymentWorks finds some issues you need to correct. A few days after the approval, the Direct Deposit option should be available in Dartmouth's system for payments to your organization, and will be used by the Financial Coordinator and other financial people at Dartmouth to pay you dues, rent, any initiation and other fees, GLC reimbursements, reimbursements from the 15 Webster Fund, etc. Here's what your home screen in PaymentWorks will look like once you're approved: $\leftarrow \rightarrow C$

PaymentW o rks

A	Home	Home	
<i>1</i> 6.	Customers	Customers View your customers and pending registrations "Pending' or whatever, still being reviewed	
E	Invoices		
۵	Remittances	Customer Registration Submission Date ψ Status	
	News	Dartmouth College 11/22/2024 Connected View/Edit Form	
\geq	Messages	Rows per page: 5 → Total Rows: 1 < >	
	Bank Accounts		
•	Remittance Addres	Go to Customers	

20. Contact the Financial Coordinator with any questions, especially if you find the process differs from what's outlined above orif the screens aren't as shown, please take a screen shot (picture) and email to the Financial Coordinator. You can take a picture using your laptop's screen capture capability (on a Mac, command-shift-3), or if you must, take a picture with your phone.