

U.S. Resident Payment Request

Note: This option is for **U.S. Residents** requesting non-PO payments such as honoraria, stipends, and travel reimbursements. To register, you must have a **U.S. bank account** and provide the following:

- a. A completed IRS W-9 form (not required for travel reimbursement requests).
- b. A **banking document** with your U.S. banking details, including:
 - I. Bank name
 - II. Bank Account Number
 - III. Bank Routing Number (Bank ID)
 - IV. Bank address
 - V. Bank phone number

Ensure all information is accurate and complete to avoid processing delays.

If you are a U.S. Resident, follow the instructions below. If you are a Foreign Resident, refer to the Foreign Resident Payment Request User Guide.

Click on the link:

SCP PUB REG FL (stanford.edu)

- a. Click on User Registration
- b. Click on Register now under Register as US Resident Payment Request

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Register as US	Supplier US Suppliers click here to submit an online registration to become an approved Supplier. Requirements for all SLAC suppliers are current W9 (October 2018 Fon More Register now	m), DUNS number, and an active / current SAM.gov account for your company.
Register as For	eign Supplier	
	Foreign Suppliers click here to submit an online registration to become an approved Supplier. Requirements for all SLAC suppliers are current W8 (October 2021 More Register now	Form), DUNS number, and an active / current SAM.gov account for your company.
US Resident Pa	yment Request	
	US Residents requesting non-PO payments such as honoraria, stipends, and travel reimbursements should click here to submit an online registration. More Register now	
Foreign Resider	nt Pymnt Request	
	Foreign Residents requesting non-PO payments such as honoraria, stipends, and travel reimbursements should click here to submit an online registration. More	
	Register now	

A. Step 1 of 6: Welcome

Please disregard the type of entity you represent, as it is auto filled for you as "Business". Select Next or select Continue from where you left.

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Welcome	Identifying Information	Addresses	Contacts	Payment Information	Submit
				Exit Previo	us Next ▶
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Complete all pages. I (min of 8 characters,	Use navigation buttons to move betwee incl. 1 capital letter, 1 number and 1 s	een steps or "Save for Later special character)	" to save your work. You wil	I need to provide a valid email address	and create a password
If you have any quest	ions or feedback on the registration p	rocess, please email: travel	@slac.stanford.edu		
*****	******	*****	****		
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Click Next.					
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B. Step 2 of 6: Identifying Information

- 1. Unique ID & Company Profile:
 - a. Social Security Number
 - I. Input without dashes (e.g., 123456789). The social security number is required to match the information on W-9 exactly (if a W-9 form is required).
 - b. Enter Entity Name: Enter your legal name. The character limit is 35, if you need more than 35 characters (including spaces) continue to the *Additional Name* field.
 - I. Do not enter any special characters, this includes; ", & ."
 - II. Character limitation is 35 or less, this includes spaces
 - III. Name is required to match W-9 Form exactly (if a W-9 form is required).
 - c. Choose Entity Organization Type: Based on the payment request, choose one of the following:
 - **Travel:** Reimbursements for travel expenses that cannot be processed through Concur.
 - **Stipend:** A financial support provided to individuals undergoing training or learning, not considered compensation for work performed.
 - **Honorarium:** A voluntary payment made as a gesture of goodwill and appreciation to speakers or participants in special SLAC events.
- 2. Profile questions:

If you are a U.S. resident and requesting an Honorarium or Stipend as a form of payment, click on the magnifying glass located on the right side of box 1 and select "Yes."

If you are a U.S. resident seeking travel reimbursement, click on the magnifying glass located on the right side of box 1 and select "Not Applicable."

- a. A W-9 form is **not** required for travel reimbursements.
- b. Banking documentation is required

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- Entity Name: - Entity Organiz	nput your legal name ration Type: Travel (Payment for travel exp	penses), Stipend (Financial support to students), Honorariur	n (Payment to spe	eakers/participants at SLAC)	^
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http://URL	View 100 < < 1-	3 of 3 v > >	-	JRL	
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* If you are a U.S. resident and requesting an Honorarium or Stipend as a form of payment click on the magnifying dass	3	Not Applicable]		
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3. Add Attachment(s)

Documents needed are W-9 Form dated March 2024 (if applicable) and Bank Documents.

- a. To attach W-9 Form and Banking Document, click on Add Attachment
- b. Upload your W-9 Form dated March 2024 (if applicable)
- c. Upload your Banking Information on Company or Bank letterhead
- An attached bank document is required for Travel reimbursement and non-PO payments such as honoraria and stipend. The bank document must include:
 - I. Bank Name
 - II. Bank Account Number
 - III. Bank Routing Number (Bank ID)
 - IV. Bank Address (If you have one)
 - V. Bank Phone number (if you have one)

	Bidder\Supplier Registration			×
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an Honorarium or Stipend as a form of payment, click on the magnifying glass				
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Click Add Attachment once more

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• Click on Choose Files and then click on Upload

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• Repeat the process to add a second attachment, such as a banking document

C. Step 3 of 6: Addresses

- 1. All Addresses
 - Do not enter any special characters, this includes; ", & ."
 - Character limitation is 35 or less, this includes spaces
 - Primary Address must match the address on W-9 Form (if applicable).
 - Add additional addresses if applicable

- a. Address 1: Start with your house number, followed by the street name. If you have an apartment number, include it at the end of your street address on the same line, using "Apt" if applicable.
- b. **City:** Enter the name of the city where you reside.
- c. **Zip Code:** Provide your ZIP code in the **Zip + 4 Code** format (e.g., 94025-7015). If you don't know your +4 extension, you can look it up <u>here</u>.
- d. **State:** Use the magnifying glass icon next to the state field to select the state that corresponds to your address.
- e. **Email ID:** Enter your primary email address. All notifications regarding your payment request will be sent to this email, so ensure it is accurate.

User Registration			
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Register as Foreign Su	ıpplier	- Click Next	
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	More		
• 1111	Register now	Other Addresses ⑦ Check boxes below to indicate addresses that are different from your Primary Address abo	ve:
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D. Step 4 of 6: Contact

- 1. Add Contact: Fill in your information and create a **User ID** and **password**. The **User ID** and **password** will be required to access your profile, allowing you to make necessary modifications and updates as needed.
 - a. First Name: Ensure the name entered matches the name on the bank account and W-9 (if a W-9 form is required)..
 - b. Last Name
 - c. Email ID
 - d. Telephone
 - e. Requested User ID: Use your email for the User ID
 - f. Password: requirement: minimum of 8 characters long, one capital letter, one number and one special character. You will need to create your own User ID and password to complete the Set up.
 - g. Rate Type: Select Current Rate
 - Ensure that your User ID and password are secure and easy for you to remember.

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1112	Register now	You have not added any c	ontact information to your applicati	on. Choose "Add Contact" to	o add new contact inform	nation.	
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OK Cancel

• Once completed, you may choose to add additional contacts or click **Next** to proceed.

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E. Step 5 of 6: Payment Information

- 1. Payment Preferences
 - Payment Method: Select *Automated Clearing House* (ACH), which is electronic payment/direct deposit and SLAC's preferred method of payment or *Systems Check* (Check) For Payment Method
 - b. Check the box for Enable Email Payment Advice
 - c. Enter Email Address for Payment Advice (to receive notification of payment)
- **OD NOT SELECT Elec Funds Trans (JPM SUA) or Wire Transfer (Non-US Only)**

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	Register now	- Bank ID: Your bank Routing Number(a nine-digit code on the bottom left	of your check)							
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4. Banking Information

Ensure that the bank information entered is accurate and matches exactly with the details provided on your banking document. This includes verifying the account number, routing number, and account holder name to prevent any discrepancies or errors. Always double-check the information before submitting to ensure accuracy and avoid processing delays.

- a. Enter Bank Name
 - I. Do not enter any special characters, this includes; ", & ."
 - II. Character limitation is 35 or less, this includes spaces
- b. Leave Bank ID Qualifier as 001 for USA
- c. Bank ID (Routing Number)
- d. Choose Account Type
- e. Enter Bank Account Number
- f. Enter Bank Address
 - I. Do not enter any special characters, this includes; ", & ."
 - II. Character limitation is 35 or less, this includes spaces
 - III. Do not enter information on Address line 3
- g. Enter Bank Phone if available

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F. Step 6 of 6: Review and Submit Registration

- 1. Select Review to review the information
 - a. Verify Email Address for registration communications

- 2. Enter password for re-access
- 3. Read the Terms of Agreement
- 4. Check the box to Acknowledge Terms of Agreements
- 5. Submit

	US Suppliers click here to submit an	online registration to become an app	roved Supplier. Requirements for	all SLAC suppliers are current	W9 (October 2018 Fo	rm), DUNS number, and an active /	current SAM.gov accou
	More	Bidder\Supplier Registration					
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