U.S. Resident Payment Request

User Guide
If you are a U.S. Resident, start at step 1 of this User Guide. If you are a Foreign Resident, refer to the Foreign Resident Payment Request User Guide.

1. From the SLAC Supplier Public Home Page, please click on the “User Registration tile”.

![User Registration](image_url)
2. Choose and click the U.S. Resident Payment Request “Register Now” button.

Note: This option is for US Residents requesting non-PO payments such as honoraria, stipends and travel reimbursements. You must have a U.S. bank account to register, and are required to provide a completed IRS W-9 form (unless you are requesting a travel reimbursement).
3. Please disregard the type of entity you represent, as it is auto filled for you as “Business”. Click “Next”
4.

Social Security Number: Input without dashes (e.g., 123456789)

Entity Name: Input your legal name (e.g., Mark Jones)

Entity Organization Type: Based on the payment request, choose one of the following:
- Travel - Reimbursements for travel expenses that cannot be paid via Concur.
- Stipend - A stipend is given to support someone while undergoing training or learning and isn’t considered compensation for work performed.
- Honorarium - A gratuitous payment made as a gesture of goodwill and in appreciation to speakers or participants in special SLAC events.

Under Profile Questions:

Box 1-
- 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.”
  - Attach a completed IRS (Internal Revenue Service) W-9 form by clicking “Add attachment” in the Unique ID & Company Profile section.
  - You can obtain a blank W-9 form from the IRS website here. For a short IRS instructional video on how to complete a W-9 form, please click here.
- 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 W-9 form is not required for travel reimbursements.
How to add attachments:

- Select "Add attachment" in the Unique ID & Company Profile section.
- Select Upload
- Select Choose File and then select upload to attach the document
- To attach more documents, select "+"
- To delete a row select "-"
Primary Address – Only the yellow highlighted areas below need to be completed.

- **Address 1:** List your house number first followed by the name of the street. If you have an apartment number this will go at the end of your street address, but on the same line. Sometimes this will be referred to “Apt.”
- **City:** Provide the name of the city in which you reside.
- **Postal:** List your 5-digit zip code followed by a dash (-) and four zeros (0000)
  - Example 95112-0000
- **State:** Click the magnifying class next to the box labeled state and select the state that correlates with your address.
- **Email ID:** Enter your primary email address in this section. All notifications regarding this payment request will be sent to this email address, please ensure accuracy.
- **Click Next**
6. Please click "Add Contact" to fill out your information and to create a User ID and password.

The User ID and the password are needed for you to access your profile to make necessary modifications and updates.

Only the yellow highlighted areas below need to be completed.

- Ensure the name provided matches the name on your bank account and W-9.
- Requested User ID: Use your email for the User ID
- 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 Setup.
- Click OK
- Click Next
7. If you do not need to make any changes to your “Contact Information” provided by you in #6 Click Next.
8. Only the yellow highlighted areas below need to be completed.

**Payment Preferences:**

- [ ] Check Enable Email Payment Advice
  - Email ID: Enter the email address where you want to receive payment notifications.

For the field “Payment Method” choose only one of the following options from the drop down:

- **ACH (Automated Clearing House):** Electronic payment/Direct Deposit is SLAC’s preferred method of payment.
- **System Check:** A paper check will only be mailed to you if your bank details cannot be validated, or you don’t have a bank account. (Bank information is still required to be keyed in)
- **DO NOT SELECT Elec Funds Trans (JPM SUA) as an option.**

**Payment Information - Step 5 of 6**

Payment Preferences:

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- Payment Method: Select ACH(Direct Deposit), or System Check(Paper Check)
- Incorrect bank information will delay payment. Ensure correct bank information.
- Bank ID: Your bank Routing Number is a nine-digit code on the bottom left of your check)
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Enable Email Payment Advice

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Email Address:
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Payment Method:

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- ACH
- System Check
```

**Supplier Banking Information:**

Incorrect bank information will delay payment. Ensure correct bank information.

- **Bank Name:** Insert the name of your U.S. banking institution.
- **Bank ID:** Input a U.S. bank Routing Number. Your bank routing number is a nine-digit code that is based on the U.S. Bank location where your account was opened. It is the first set of numbers printed on the bottom of your checks, on the left side.
- **Bank ID Qualifier:** Do not change the default value as it is set for US Banking
- **Bank Account Number:** Input your bank account number. Your account number (usually 10-12 digits) is specific to your personal account. It is the second set of numbers printed on the bottom of your checks, just to the right of the bank routing number. You can also find your account number on your monthly bank statement.
- **Account Type:** Select from the drop-down list the type of account that correlates with the bank account number provided.
Bank Address

- **Address 1**: List the street number for the banking institution first followed by the name of the street.
- **City**: Fill in the city for your banking institution.
- **Postal**: List your bank branch’s 5-digit zip code
- **State**: Click the magnifying class next to the box labeled state and select the state that correlates with your bank address.
- **Click Next**
9. Terms and Conditions

- Input the password you set up in #6.

- Click on the hyperlink “Terms of Agreement” to read the Terms of Agreement.

- Check ✔ “Select to accept the Terms of the Agreement below” box.

- Click “Review” to review the registration information.
- Click “Return”.

- After reviewing and accepting the Terms of Agreement, click the “Submit” button to submit your registration.
10. Registration Submit Details

You should see the screen below if you have successfully submitted your application. Please save the image for your records.

![Registration Submit Details](image)

What Happens Next?

- Upon review and approval of this registration, SLAC will reach out to you for supporting documentation (if needed) to process your payment.
- The request will be paid after the supporting documentation is verified and payment is approved.
- Upon approval, an email notification will be sent to the email address you provided during registration with payment details.

Questions?

Regarding Travel reimbursements: Travel@slac.stanford.edu

Regarding Payment: ap@slac.stanford.edu

Regarding lost password or IT challenges: erp-support@slac.stanford.edu