

# Supplier/Individual Payee Registration Forms

## How to know which form type to use in PaymentWorks

- A supplier registration form is used when a person is doing business as themselves or company is providing goods or services to the University.
- An individual payee is person receiving payment for:
  - Being a research participant
  - Individual seeking reimbursement
  - Individual to whom the University is providing a monetary gift
  - Individual receiving a royalty payment
  - Individual we are paying an honorarium
  - Individual that is a Pre / Post Doc Fellow or Grad student receiving a stipend
  - Individual payees are only allowed on a supplier invoice request