

Payment Compass UC San Diego

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Initial Information

Legal Name

Legal Name?
(Enter the name of the individual or company/organization to be paid as it is used for legal, administrative, and other official purposes. For individuals/sole proprietors, please enter "last name, first name")

Are you/your company doing business as (DBA) another name or acronym?

For US income tax purposes where are you/your company headquartered?

Legal Name

Another name or acronym

--None--

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***NOTE:** Please use the name of the entity (either the individual person or the company) that the payment is being made out to.

If you are not sure, please confirm this with your UCSD department contact.

***NOTE:** If you are an individual person, please select the country that you reside in.

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Initial Information

Legal Name

Legal Name?

(Enter the name of the individual or company/organization to be paid as it is used for legal, administrative, and other official purposes. For individuals/sole proprietors, please enter "last name, first name")

Legal Name

***For MyTravel Trip Documents:** Not sure if you should register as an individual or with your business? Check with your UCSD department contact! *Trip documents can only be created using an individual payee account (not a vendor/business account).*

1. If a traveler is being reimbursed personally, they should register as an individual.
2. If a traveler wants their company reimbursed, they will need to register themselves as an individual AND register their business as a vendor.
3. If a traveler is performing services on behalf of their job, (i.e. giving a workshop on topic "X" (which is what their company does), then this would likely need to go through Marketplace via a PO, and another team processes these registrations.

Legal Structure and Tax

Legal Structure and Tax Questions

What is your legal structure? [i](#)

(If you are not a US citizen/company, return to the previous page and change the country selected)

- Individual/Sole Proprietor
- Individual/Sole Proprietor
- C Corporation
- S Corporation
- Partnership
- Trust/Estate
- Limited Liability Company – S Corporation
- Limited Liability Company – C Corporation
- Limited Liability Company – Partnership
- Limited Liability Company - Single Member
- Other (Higher Ed/Non-Profits, etc)

--None--

--None--

What is your US Tax ID?

Federal Entity Identification Number (FEIN)

Social Security Number (SSN)

Exempt Payee Code (if any) [i](#)

Exempt from FATCA reporting Code (if any) [i](#)

If you are an individual person, please enter your correct SSN

If you are a business, please enter your correct FEIN

Tax / Legal Address

Legal First Name

Legal Last Name

Address Line 1

Address Line 2

City

Country

State/Province/Region

ZIP/Postal Code

Email address for general inquiries

Phone number for general inquiries

Website



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Legal Structure and Tax

Legal Structure and Tax Questions

What is your legal structure?

(If you are a US citizen/company, return to the previous page and change the country selected to United States)

What is your/your company's foreign (non-US) Tax ID?

What is your/your company's US Tax ID (if you have one)?

What is your US Individual Tax Payer Identification Number (ITIN)?

Do you have a DUNS number?

(For more information, visit www.dnb.com)

- Foreign Individual
- Foreign Individual**
- Foreign Entity
- Foreign Individual with ITIN or SSN
- Foreign Entity with US Tax ID

Tax / Legal Address

Legal First Name	<input type="text"/>
Legal Last Name	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
State/Province/Region	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Email address for general inquiries	<input type="text"/>
Phone number for general inquiries	<input type="text"/>
Website	<input type="text"/>

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UC Relationship

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UC Relationship

Relationship to UC San Diego

Please confirm any relationship you/your company have with the University of California and its employees.

If circumstances related to any of the relationships below change, it is your responsibility to promptly notify the University of California.

Employee-Supplier Relationship (select all that apply)

Available

Current UC Employee
Former UC Employee
Relative of UC Employee
UC Retiree
Candidate
No Relationship

Chosen

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To select an option,

- (1) Highlight the relationship status in the "Available" box.
- (2) Click the right-pointing arrow to move it to the "Chosen" box.
- (3) The option will be in the "Chosen" box and the field will be completed

Available

Current UC Employee
Former UC Employee
Relative of UC Employee
UC Retiree
Candidate
No Relationship

Chosen

1

2

Available

Current UC Employee
Former UC Employee
Relative of UC Employee
UC Retiree

Chosen

No Relationship

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Payment Options

Direct Deposit Payments

Do you or your company have a US Bank Account?

Do you or your company accept Direct Deposit (ACH) payments?

Name on Account

Account Type

Routing Number [i](#)

Account Number

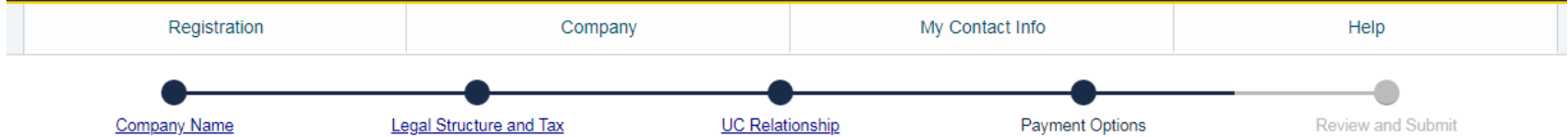
Re-enter Account Number

Email address to receive remittance information

If you select Direct Deposit payments, you will complete the following fields

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Payment Options

Direct Deposit Payments

Do you or your company have a US Bank Account?

Check Payments

Do you or your company accept paper checks?

Add Remittance Details

Add Remittance Information

Remittance Address

1. Enter the Information

Checks should be made payable to

Where should checks be mailed?

Remittance Address

Address Line 1

Address Line 2

City

State/Province

Country

ZIP/Postal Code

2. Click the "Save Address" button.

Save Information

3. Click the Done button to return to the previous page.

Done

Legal/Permanent address (pro

--None--

Legal/Permanent address (provided earlier

Another address (provided below)

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Payment Options

Direct Deposit Payments

Do you or your company have a US Bank Account?

Check Payments

Do you or your company accept paper checks?

Wire Payments

Do you require Wire Payments?

To receive payment by wire, please ensure that your banking information needed for wire payments is included on your invoices to UC San Diego.

***MyTravel NOTE:** The MyTravel wire process is manual and handled outside of this registration.

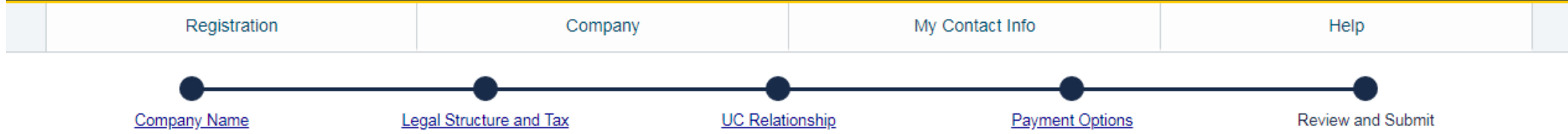
[View the Blink page](#) detailing this process. We only process MyTravel wires to foreign banking institutions.

***MyPayments NOTE:** We do not process wire payments for MyPayments-->Events.

The Payee Request categories that fall under MyPayments->Events are:

- Reimbursing a Traveler or Out-of-Pocket Expense
- Issuing Other Payments (Event/Travel)

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Review and Submit

Review your registration details and click “Submit”! Please expect an email to confirm the processing of your registration as it can take 5-7 business days to be completed.

Certification

By submitting this form, you are providing your electronic signature and certifying that the information provided in this form is true and correct. If any of the information on this form changes, you will be responsible for updating the information provided in this portal.

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