*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.
*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.
If you are a business, please enter your correct FEIN.

If you are an individual person, please enter your correct SSN.
## 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 company’s foreign (non-US) Tax ID?**

- **What is 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](http://www.dnb.com))*

### 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**
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.
If you select Direct Deposit payments, you will complete the following fields:

- Yes
- Yes
**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:
- Reimburse a Traveler or Out-of-Pocket Expense
- Issuing Other Payments (Event/Travel)
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.