Non-PO Registration COMPANY NAME
Questions? Contact us via Services & Support

*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.
NonPO Registration  LEGAL STRUCTURE AND TAX – Domestic
Questions? Contact us via Services & Support

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

If you are a business, please enter your correct FEIN
Non-PO Registration
LEGAL STRUCTURE AND TAX – Foreign
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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 the 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 Taxpayer Identification Number (ITIN)?

- Do you have a DUNS number?
  (For more information, visit www.dnb.com)
Conflict of Interest Certification

As a California public university, UC San Diego must ensure no conflicts of interest influence decisions regarding who we contract and/or pay for goods and services. In order to proceed with your registration for payment, please review and make a selection below:

1. Neither I nor any member of my immediate family made, participated in making, or in any way attempted to use my position with UC to influence a decision in which I know or have reason to know will have or has had a direct or indirect financial benefit to me or any member of my immediate family, as defined by the California Political Reform Act § 87103.

2. Any reimbursements or purchase transactions do not currently, nor shall in the foreseeable future, present a conflict of interest as defined by applicable federal, state, or local laws, or University policy and regulations governing conflicts of interest.

3. In the event of a change in my or an immediate family member’s economic interest, I shall provide written notice to UC within thirty (30) days after such change, noting such changes. I shall not be in a reporting relationship to a UC employee who is a near relative, nor shall a near relative be in a decision-making position with respect to myself.

- I certify under penalty of perjury under the laws of the State of California that the above statements are true and correct.
- I cannot certify the above statements. Someone from UC San Diego will contact me to review my circumstances.
If you select Direct Deposit payments, you will complete the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you or your company have a US Bank Account?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you or your company accept Direct Deposit (ACH) payments?</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

- Name on Account
- Account Type
- Routing Number
- Account Number
- Re-enter Account Number
- Email address to receive remittance information
Non-PO Registration PAYMENT OPTIONS – Check Payments

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

*View the Knowledge Base Article* detailing this process. We only process Concur wires to foreign banking institutions.

**Payment Request NOTE:** We do not process wire payments for Payment Requests.
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.