

# Non-US Individual Registration Check List

If you are registering a company or organization, contact Supplier Data Management (SDM) at 812-856-7718 to update your profile type. Do not follow these instructions.

Otherwise, follow the instructions below. Call (812) 855-6106 or [email](#) for assistance.

**All Fields with a star (★) are required. If you see an alert symbol (⚠), a required section was missed.**

## Individual Overview Section:

- Legal Name of the person IU is paying. This name must match the name displayed on the W-8BEN later.
- Country of Origin: Country of Residence/Citizenship.
- Legal Structure: Select "Foreign Individual"

## Addresses Section:

- Address Label: This is a description for the address type (ex. "Home" or "Office").
- Complete all required fields, including phone number.

## Contacts Section:

- You **MUST** enter at least one contact. This person will receive system emails related to the supplier profile. We recommend entering your personal contact information.
  - If you enter a spouse or emergency contact they will receive system emails.

## Payment Information Section:

- Choose only **one** payment method: Wire Transfer, Foreign Draft or US-based ACH/direct deposit.
- Indiana University cannot send ACH/direct deposit payments to banks outside the US.
- When selecting wire transfer, you must upload a bank document with wire account information. This allows SDM to ensure successful payment.
- [Click here to access detailed, step-by-step, instructions on entering or managing wire transfer information.](#)

## Tax Section:

- A W-8BEN tax document is required.
  - Jaggaer offers a pre-populated W-8BEN that will use the information you entered previously.
  - Sign and date the W-8BEN form and upload it. The W-8BEN **MUST** be signed and dated to be accepted.

## Final Checks:

- Once all check marks are green (✅), your registration can be Certified and Submitted.
  - If you see gray check marks required information is missing. Click on the section to review and complete.
- You **MUST** Certify and Submit your registration. If this step is missed your registration will **NOT** be reviewed and you cannot be paid.

You will receive a notification when your profile is approved. **This DOES NOT mean payment has been issued.** If you have questions about payments, contact the IU department you are doing business with.