

# US Individual Registration Check List

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

If you file your taxes under your SSN, please 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. SDM will check this name against your Social Security Number via the IRS database. If there is a discrepancy you will be prompted to submit an updated tax form.
- Legal Structure: Select "Individual/Sole Proprietor"
- Tax ID Number Type: Select "Social Security Number/Social Insurance Number"
- US Tax ID Number: Enter your Social Security Number in this field.
- Foreign Tax Identifying Number: LEAVE THIS FIELD BLANK.

## Addresses Section:

- Address Label: This is a description for the address type (ex. "Home" or "Office").
- Country: Select "United States." Located outside of the US? [Review the Non-US Registration Guide.](#)
- Complete all 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: Check OR ACH/direct deposit.
  - Payment Title: Payment Description, ex: "Check", "PNC Bank", "Savings Account"
  - Country: Select "United States"
  - (ACH payments only) Direct deposit format: Select "ACH"
  - Electronic Remittance email: enter an email to receive payment notifications.
  - Currency: Select "USD"
  - Active: Select "Yes." You may leave other fields blank.

## Tax Section:

- A W-9 tax document is required.
  - Jaggaer offers a pre-populated W-9 that will use the information you entered previously. The W-9 does not need to be signed.
  - **Do not** upload your tax return or a 1099 form.

## 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.