Supplier Registration and Payment System

FAQs for Suppliers
FAQs for Suppliers .................................................................................................................. 4

Registering as a Supplier with ACT .................................................................................... 4

Definitions: Supplier, Item Writer, Item Reviewer .............................................................. 4

What is a supplier? .................................................................................................................. 4
What is an item writer? ........................................................................................................ 4
What is an item reviewer? .................................................................................................... 4

Using the Supplier Registration and Payment System (SRPS) ................................................. 5
Who is required to register with the ACT Supplier Registration and Payment System (SRPS)? 5
How do I save the information that I’ve entered? .............................................................. 5
Will the system log me out after a certain period of inactivity? ........................................... 5
Can I register from any computer? ...................................................................................... 5

Security and Privacy ............................................................................................................. 5
How secure is the Supplier Registration and Payment System (SRPS)? .......................... 5
How can I protect the security and privacy of the personal information that I provide to ACT or to any website? ................................................................. 5

Social Security Number (SSN) and Taxpayer Identification Number (TIN) ... ....................... 5
Why do you need my Social Security Number (SSN) or Taxpayer Identification Number (TIN)? 6
What if I don’t have a Social Security Number (SSN) or Taxpayer Identification Number (TIN) but I live in the U.S.? ............................................................... 6

Date of Birth Questions ......................................................................................................... 6
Why do you need my date of birth (DOB)? ....................................................................... 6
How do I update my date of birth (DOB)? ....................................................................... 6

Mailing Address ..................................................................................................................... 6
What address should I provide? .......................................................................................... 6

Email ...................................................................................................................................... 6
I didn’t receive an email to activate my supplier account with the Supplier Registration and Payment System (SRPS). What do I do? ....................................................... 6
Do I need an email address to get paid by ACT? ............................................................... 7
Can two people register using the same email address? .................................................... 7
How do I change my primary email address? .................................................................. 7

Updating My Supplier Information ....................................................................................... 7
How can I change the information I entered previously? .................................................. 7
Is there information in my supplier account that I can't change by myself? ..................... 7

CCRIS and SRPS .................................................................................................................. 7
Can I access the College and Career Readiness Information System (CCRIS) within the Supplier Registration and Payment System (SRPS)? ................................ 8
If I already have a College and Career Readiness Information System (CCRIS) account, do I have to create another account to register as a supplier with the Supplier Registration and Payment System (SRPS)? ........................................... 8

Receiving Payment from ACT .............................................................................................. 8
Your Options ............................................................................................................................8
How will I receive payment from ACT? .................................................................8
After I choose a payment method, can I change to a different method later? ....8

Getting Paid Electronically .................................................................................................9
What does ‘electronic payment’ mean? ...........................................................................9
What are my choices for receiving payment electronically? .........................................9

Direct Deposit Payments .....................................................................................................9
What is ‘direct deposit’? ...................................................................................................9
How do I sign up for direct deposit? ..............................................................................10
What if the system shows my bank routing number is not valid? .............................10
Can I split my payment between more than one account? ...........................................10

AccelaPay® Card Payments ............................................................................................10
What is an AccelaPay® Card? .......................................................................................10
What are the benefits of the AccelaPay® Card? ................................................................11
How do I use an AccelaPay® Card? ...............................................................................12
What happens if I spend all the money on my AccelaPay® Card? ...............................12
How much do I have to pay for the AccelaPay® Card? .............................................12
AccelaPay® Card Fee Schedule ...................................................................................12
What happens if I lose my AccelaPay® Card? ...............................................................13
Do I need to have an account at U.S. Bank before I apply for the AccelaPay® Card? ..14
How can I sign up for an AccelaPay® Card? .................................................................14
Can I switch to an AccelaPay® Card from another payment method? .......................14

Wire Transfer Payments ....................................................................................................14
How can I sign up for wire transfer payments? .............................................................14
If I don’t have a bank account, can I receive electronic payments? .........................14
Where is my payment? When was it issued? ..............................................................14
If a check was issued, to which address was it sent? ...................................................14

Questions about My Payments .........................................................................................14
How long will it take for payments to be made? .........................................................15
How will I know when payment has been made? .......................................................15
When will my electronic payment be available? .........................................................15
Can I get a history of my payments? .............................................................................15
Has my payment been submitted? ...............................................................................15
Was my name on the payment report that was submitted? .......................................15
If I do not receive a payment, what can I do? ...............................................................15
I was not paid the correct amount. How can I get this corrected? .............................16
If I’m receiving an electronic payment, why do you need my address? ......................16
Is my payment subject to tax withholding? ..................................................................16
FAQs for Suppliers

IMPORTANT: Avoid using the browser’s Back button to return to a previous transaction. Instead, use the navigation buttons or links provided on the screen you are viewing. Using the Back button may cause errors including the loss of your last transaction.

Registering as a Supplier with ACT

Definitions: Supplier, Item Writer, Item Reviewer

What is a supplier?
A supplier is any individual, organization or business that provides services for ACT. The test center supervisors, room supervisors, proctors, facility (e.g., security and custodial) staff, item writers and item reviewers provide services to ACT and are classified as “suppliers.” A supplier is not an employee of ACT.

Payments made to suppliers are not subject to income tax withholding or Social Security (FICA) deductions. Suppliers who are paid a total of $600 or more in a calendar year will receive a form 1099-MISC showing the total of all payments made in the calendar year.

What is an item writer?
An item writer is an independent third party (not an ACT employee) and a subject matter expert who has met the requirements for developing test materials for a program developed by ACT.

Item writers develop test materials according to item writer contracts that define terms such as the a) materials to be developed according to item writing guidelines and specifications, b) due dates for deliverables, c) conditions for the acceptance or materials, and d) payment terms.

What is an item reviewer?
An item reviewer is an independent third party (not an ACT employee) expert who has met the requirements for performing external item soundness or fairness reviews for a program developed by ACT. Qualifications to perform item soundness or fairness reviews must be met prior to performing independent soundness or fairness reviews.

Item reviewers perform item reviews according to item reviewer contracts that define terms such as the a) the specific criteria for performing item reviews (usually defined in an Item Reviewer Guide), b) the method and format for providing the results of item reviews, c) due dates for deliverables, d) conditions for acceptance of deliverables, and e) payment terms.
Using the Supplier Registration and Payment System (SRPS)

Who is required to register with the ACT Supplier Registration and Payment System (SRPS)?

Individuals working as test center staff, item writers, item reviewers, and others who provide services or goods to ACT must register using the Supplier Registration and Payment System and should be ready to sign up for electronic payments from ACT.

The SRPS system is not yet available to institutional suppliers, e.g., schools, hotels, etc.

How do I save the information that I've entered?

You may save the information by clicking Save.

Will the system log me out after a certain period of inactivity?

Yes. After 30 minutes of inactivity, you will be logged out and returned to the Login screen. You may save the information you have entered by clicking Save prior to being logged out.

Can I register from any computer?

You should register from a computer where you can access your email. If you can only access your email from your home computer, you should register from your home computer to be able to complete the registration process.

Security and Privacy

How secure is the Supplier Registration and Payment System (SRPS)?

We recognize the sensitivity of the information that you are providing and protect it in several ways:

All internet communication between your browser and our system is sent using an encrypted channel (HTTPS) which is strictly enforced.

All personal information collected into our system is protected from unauthorized access and use utilizing security measures that comply with federal laws. These measures address the web site, computer safeguards, secured files and buildings.

How can I protect the security and privacy of the personal information that I provide to ACT or to any website?

You can help protect the security and privacy of the personal information you provide to ACT or any website by following the security practices described in Secure Web Browsing.

Social Security Number (SSN) and Taxpayer Identification Number (TIN)
Why do you need my Social Security Number (SSN) or Taxpayer Identification Number (TIN)?

If you are a U.S. citizen, regardless of where you live, ACT is required to collect your SSN or TIN in order to report your earnings to the IRS. ACT will verify with the IRS that the SSN or TIN you provided is valid and use this number for tax reporting purposes. If ACT pays you a total of $600 or more in a calendar year, ACT is required to file a 1099 with the IRS.

In addition, a SSN or TIN is required to issue an AccelaPay® Card. If you select the AccelaPay® Card payment method, the SSN or TIN, which is collected when you register as supplier for ACT online, will be shared with the AccelaPay® Card provider for this purpose.

What if I don’t have a Social Security Number (SSN) or Taxpayer Identification Number (TIN) but I live in the U.S.?

You will need to contact ACT at 877-789-2925 and press #1 to determine if you are eligible to work in the U.S. for ACT.

Date of Birth Questions

Why do you need my date of birth (DOB)?

Due to Internet privacy laws, your date of birth is needed to verify age.

- Individuals must be 13 years old or older to create an online account.
- In addition, date of birth date is required to issue an AccelaPay® Card. If you select the AccelaPay® Card payment method, date of birth, which is collected upon account creation, will be shared with the AccelaPay® Card provider for this purpose.

How do I update my date of birth (DOB)?

For security reasons, you must call ACT at 877-789-2925 and press #1 for assistance in updating your date of birth.

Mailing Address

What address should I provide?

Provide your home mailing address. Your address will be used to mail your 1099-MISC income tax form if you have been paid a total of $600 or more in a calendar year.

Email

I didn’t receive an email to activate my supplier account with the Supplier Registration and Payment System (SRPS). What do I do?
Check your email spam, junk, or bulk mailing folder to see if the activation email was delivered there instead of to your Inbox.

**Do I need an email address to get paid by ACT?**
Yes. You must have a valid email address in order to create an account on the ACT Supplier Registration and Payment System. This will enable you:

- to view your payment history (applies to all suppliers)
- to view your address and bank account information
- to enter payment requests for staff (applies only for Test Center Supervisors)

You can sign up for a free email at many sites such as [www.hotmail.com](http://www.hotmail.com), [www.Gmail.com](http://www.Gmail.com), [www.yahoo.com](http://www.yahoo.com), and others.

**Can two people register using the same email address?**
No. You must have your own email address in order to register with the ACT Supplier Registration and Payment System.

**How do I change my primary email address?**
Log in to the ACT Supplier Registration and Payment System (SRPS) Home page.
Click My Account, and then click Change Primary Email.
Type the information required into the boxes provided and click Update Account when you are done.

For more information about changing your email address or other supplier information, see [Managing Your Account](#).

**Updating My Supplier Information**

**How can I change the information I entered previously?**
To update your user account information, log in to the Supplier Registration and Payment System (SRPS). On the Home page, click My Account. You will then see a page where you can modify your password setting, change your primary email address, update your security question, and so forth. For more details, see [Managing Your Account](#).

**Is there information in my supplier account that I can't change by myself?**
Yes. For security reasons, you cannot change your Social Security Number or your date of birth on your own. Call ACT at 877-789-2925 and press #1 for assistance.

For suppliers using the system during the pilot you will also not be able to update your address, payment method or bank account information. Call ACT at 877-789-2925 and press #1 for assistance. This functionality will be available in a future release.

**CCRIS and SRPS**
Can I access the College and Career Readiness Information System (CCRIS) within the Supplier Registration and Payment System (SRPS)?

No. Although the username (email address) and password are the same for SRPS and CCRIS, the website where you log in for CCRIS is different from the one for SRPS, so you cannot go from one system directly to the other.

If I already have a College and Career Readiness Information System (CCRIS) account, do I have to create another account to register as a supplier with the Supplier Registration and Payment System (SRPS)?

No. Creating an account and registering as a supplier are two different things. If you have already created an account for CCRIS, then you also have an account with SRPS, but you will need to register as a supplier.

Registering as a supplier with SRPS

If you have not yet registered as a “supplier”, log in to the Supplier Registration and Payment System, and then click My Supplier Registration and follow the steps from there. Further instructions are available in the Account Already Exists help document.

Supplier (definition): A supplier is any individual, organization or business that provides services for ACT. The test center supervisors, room supervisors, proctors, facility (e.g., security and custodial) staff, item writers and item reviewers provide services to ACT and are classified as “suppliers.”

Receiving Payment from ACT

Your Options

How will I receive payment from ACT?

If you live within the United States, all payments will be made electronically. You may choose to receive payments by one of the following methods:

- Direct deposit into your checking or savings accounts
- Deposit to a U.S. Bank AccelaPay® Card (prepaid debit card)

If you live outside the United States and do not have a checking or savings bank account in the U.S., you may choose to receive payments by one of the following methods:

- Wire transfers
- Checks mailed to you

After I choose a payment method, can I change to a different method later?
Getting Paid Electronically

**What does ‘electronic payment’ mean?**
Electronic payment allows you to be paid by ACT without receiving printed paper checks. Instead, ACT deposits your payments directly into your bank account (within the U.S.) or AccelaPay® Card (prepaid debit card) account.

Benefits:

1. It is safer, easier, and more reliable than receiving payments by checks that could be lost or stolen.
2. It is more convenient because you do not need to cash a check or wait for it to clear before you can use the money.

**What are my choices for receiving payment electronically?**
If you live within the United States, you may choose…

- Direct deposit
- U. S. Bank AccelaPay® Card

If you live outside the United States, you may choose Wire transfer.

See the following sections on Direct Deposit, AccelaPay® Card and Wire Transfers for more information about these payment methods.

**Direct Deposit Payments**

**What is ‘direct deposit’?**
Direct deposit is the electronic transfer of a payment from a company or organization into an individual’s checking or savings account in the United States (U.S.). The difference is, your check isn’t printed or mailed. Your money is safe with direct deposit. To learn more about direct deposit, you can talk to your local bank or credit union.

To get payments by direct deposit into an existing financial institution account, you should be prepared with the following information for a smooth enrollment when completing your online supplier registration for ACT:

1. Financial institution’s routing number: 9 digit number. ACT recommends that you verify this number with your financial institution.
2. Account number
3. Account type: checking or savings

How do I sign up for direct deposit?
When you register online as a supplier with ACT, you will be able to sign up for direct deposit payments.

What if the system shows my bank routing number is not valid?
Verify with your bank what routing number to use for direct deposit. Some banks do not allow the routing number on your check to be used for direct deposit. They will be able to provide you with the appropriate number.

If the number verified by the bank is not valid contact ACT at 877-789-2925 and press #1.

Can I split my payment between more than one account?
No. You may only select one account for payment.

AccelaPay® Card Payments

What is an AccelaPay® Card?
The AccelaPay® Card is a prepaid Visa® debit card. It is a safe, no- or low-cost electronic alternative. No bank or credit union account or credit check is required to enroll. When you choose this payment option, an AccelaPay® debit card account will be set up for you with U.S. Bank. After your account is set up, U.S. Bank will mail your AccelaPay® Card to the address provided when you registered as a supplier.

Cardholders can make purchases, pay bills and get cash wherever Visa® debit cards are accepted. Many other card services are free, including:
• Purchases at retail locations
• Cash back at retailers at the point of sale
• Optional notification of deposits to your debit card account by email or text message
• Optional low-balance alert when your account balance falls below a certain level
• Access to the website 24 hours a day, seven days a week.
• Balance inquiries by phone or online
• Access to the toll-free customer service number or website 24 hours a day, seven days a week*
• Cash withdrawals through bank or credit union tellers

To learn more about the AccelaPay® Card, you can watch a video by going to this link: http://articus.com/usbank/accelapay-video/

Note: The AccelaPay® Card is not available to individuals that do not have a Taxpayer Identification Number or Social Security Number and those that live outside the U.S.

* The first 5 calls each month in which you speak to a live customer service representative will be free of charge

What are the benefits of the AccelaPay® Card?
The AccelaPay® Card gives you the advantages of direct deposit without requiring a bank account and is an option for those who prefer a prepaid debit card:

• Easy to get - There is no cost to enroll, no credit checks and no bank accounts required.
• Widely accepted – Make purchases anywhere Visa® debit cards are accepted (in stores, restaurants, online, over the phone, etc).
• Saves time and money – Your money goes straight into the AccelaPay® Card account. There’s no need to wait for the mail to arrive (except for initial card distribution). No expensive check cashing fees or trips to the bank.
• Safe – There’s no risk of lost or stolen checks, you don’t need to carry cash with you. If you lose your card, it can be replaced and your card balance restored. Your funds are protected by Visa Zero Liability* and are FDIC insured.
• Convenient – Use your card to make everyday purchases everywhere Visa® is accepted. You can make purchases, pay bills, buy money orders and get cash at thousands of locations nationwide. You can use your card 24 hours a day, seven days a week.
• 24/7 access – Call our customer care center or go online to get real time account information.

* Visa Zero Liability protects you against unauthorized purchases. U.S.-issued cards only. This does not apply to ATM transactions or to PIN transactions not processed by Visa. You must immediately report any unauthorized use. See your cardholder agreement for details.
How do I use an AccelaPay® Card?

Each time you make a purchase or pay a bill, that amount is deducted from the balance on the card.

Here is an example of how the card works:

On your payment date, let's say that ACT deposited a $100 payment directly into your AccelaPay® Card account. Let's say that you spent $50 at the grocery store using your AccelaPay® Card. That amount would then be automatically deducted from the $100 balance, leaving you $50 on the card. If another $100 payment was then deposited, you would have $150 on the card. However, if you spent the remaining $50 before the next deposit was made, your card would have a zero balance and you could not use it until more money was deposited.

What happens if I spend all the money on my AccelaPay® Card?

If you spend all of the money in your account, your card will be denied when you try to use it.

IMPORTANT: Keep your card. You can use it again after ACT deposits your next payment into the account.

How much do I have to pay for the AccelaPay® Card?

There is no cost to sign up for the card and no charge for deposits to the card. Most services are free, however some fees may apply. Refer to the following fee schedule for more details.

AccelaPay® Card Fee Schedule
### DESCRIPTION

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ATM Withdrawal</strong></td>
<td></td>
</tr>
<tr>
<td>U.S. Bank ATM - Free</td>
<td></td>
</tr>
<tr>
<td>MoneyPass® ATM - Free</td>
<td></td>
</tr>
<tr>
<td>Other ATM - $2.00</td>
<td></td>
</tr>
<tr>
<td>International ATM - $3.00&lt;sup&gt;1&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td>The owner of a non-U.S. Bank or non-MoneyPass ATM may also charge a fee.</td>
<td></td>
</tr>
<tr>
<td>&lt;sup&gt;1&lt;/sup&gt;A 3% foreign transaction fee also applies</td>
<td></td>
</tr>
<tr>
<td><strong>Visa Bank Teller Withdrawal</strong></td>
<td>First withdrawal per load – Free</td>
</tr>
<tr>
<td></td>
<td>Additional – $3.00</td>
</tr>
<tr>
<td><strong>Customer Service</strong></td>
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<tr>
<td>Automated phone system – Free</td>
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<tr>
<td>Online – Free</td>
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<tr>
<td>Live representative – 5 free calls per month</td>
<td></td>
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<tr>
<td>Additional call to live representative – $3.00</td>
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<tr>
<td><strong>Monthly Statement</strong></td>
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<tr>
<td>Online - Free</td>
<td></td>
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<tr>
<td>Paper statement by mail (if requested) – $2.00 per month</td>
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<tr>
<td><strong>Balance Inquiries</strong></td>
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<tr>
<td>Online - Free</td>
<td></td>
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<tr>
<td>Automated phone system - Free</td>
<td></td>
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<tr>
<td>Mobile Inquiries/Alerts - Free&lt;sup&gt;2&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td>U.S. Bank or MoneyPass ATM - $0.50</td>
<td></td>
</tr>
<tr>
<td>Other ATMs - $1.00</td>
<td></td>
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<tr>
<td>International ATM - $2.00</td>
<td></td>
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<tr>
<td>&lt;sup&gt;2&lt;/sup&gt;Standard messaging charges apply through cardholder's mobile carrier and message frequency depends on account settings</td>
<td></td>
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<tr>
<td><strong>ATM Transaction Declined</strong></td>
<td></td>
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<tr>
<td>U.S. Bank ATM – Free</td>
<td></td>
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<tr>
<td>MoneyPass ATM – Free</td>
<td></td>
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<tr>
<td>Other – $0.50</td>
<td></td>
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<tr>
<td>International – $0.50</td>
<td></td>
</tr>
<tr>
<td><strong>Inactivity</strong></td>
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<tr>
<td>Inactivity for 180 consecutive days - $2.00 per month</td>
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<tr>
<td><strong>Overdraft</strong></td>
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<tr>
<td>- $10.00</td>
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<tr>
<td><strong>Card Replacement</strong></td>
<td></td>
</tr>
<tr>
<td>Standard card replacement (3-5 days) – $5.00</td>
<td></td>
</tr>
<tr>
<td>Emergency card replacement (2 days) – $15.00</td>
<td></td>
</tr>
</tbody>
</table>

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**What happens if I lose my AccelaPay® Card?**

Contact U.S. Bank to receive a replacement card:

**By phone:** 1-866-363-4134

**Online:** www.accelapay.com
Do I need to have an account at U.S. Bank before I apply for the AccelaPay® Card?
No. You do not need to have any bank account to get the AccelaPay® Card.

How can I sign up for an AccelaPay® Card?
When you register online as a supplier with ACT, select the AccelaPay® Card as your payment method. Once your supplier registration is validated, you will receive your AccelaPay® Card in the mail within 5-7 business days.

Your date of birth and Social Security Number (SSN) or Taxpayer Identification Number (TIN) is required to issue an AccelaPay® Card and will be shared with the AccelaPay® Card provider.

Can I switch to an AccelaPay® Card from another payment method?
Yes. Call ACT at 877-789-2925 and press #1 for assistance. Changes should be made prior to a test event to ensure the change is effective for that test event payment.

Wire Transfer Payments
If you live outside the United States and do not have a bank account with a United States bank you may be able to receive payment by wire transfer to your bank account.

How can I sign up for wire transfer payments?
Contact ACT by email at testact@act.org or by phone at 877-789-2925 and press #1, to request a wire transfer form. To enable smooth processing of your wire transfer, please check with your bank to ensure that the information you provide is correct.

You will need to enter this information onto the form: bank name, bank address, swift code or BIC code, IBAN or bank account number, the exact name on the bank account., etc.

If I don't have a bank account, can I receive electronic payments?
Yes. You can choose the AccelaPay® Card.

Where is my payment? When was it issued?
Log into your supplier account and you will be able to see if your payment has been submitted and when the payment was processed.

If a check was issued, to which address was it sent?
Checks will only be issued to suppliers living outside the United States. If a check has been issued to you, verify your address by logging into your supplier account.

Questions about My Payments
How long will it take for payments to be made?
If your supplier registration is complete and accurate information was provided, payments will be issued in about a week after submission by the Test Center Supervisor.

How will I know when payment has been made?
You will receive an email from act.finance@act.org with the subject ‘Remittance Advice’ to notify you that your payment has been made.

When will my electronic payment be available?
Payments by direct deposit may be available in your account on the payment date shown in your remittance advice email, however some banks may take up to 2 days to reflect the deposit in your account. Verify with your bank to ensure the payment has been reflected in your account.

Payments to your AccelaPay® Card will be available on the payment date shown in your remittance advice email.

Payments by wire transfer may take up to 2 weeks to be processed. After you receive the remittance advice email, verify with your bank to ensure the payment has been deposited in your account.

Can I get a history of my payments?
Yes. You can log into your supplier account to see your payment history. For most suppliers payment history will only show payments made since the SRPS system was activated. Suppliers who have performed custodial, security or other facility related services will be able to see history prior to the activation of the SRPS system.

Has my payment been submitted?
Once your Test Center Supervisor has submitted your payment, you will be able to see the request by logging in to your supplier account.

Was my name on the payment report that was submitted?
If your Test Center Supervisor has submitted your payment request you will be able to see the request by logging into your supplier account. If you do not see the payment request contact ACT at testact@act.org or call 877-789-2925 and press #1 for assistance.

If I do not receive a payment, what can I do?
1. Log into your supplier account to see if a payment has been made.
   - Verify your payment method and bank account.
   - Check your bank account activity. You should see a deposit transaction from ACT with the reference ‘ACT ACH’.
2. If you do not see the deposit, contact your bank to see if the deposit is pending. It may take up to 2 days for the deposit to be reflected in your account.
3. If your bank does not show that a payment has been received contact ACT at 877-789-2925 and press #1 for assistance.

**I was not paid the correct amount. How can I get this corrected?**
Contact ACT Test Administration at testact@act.org or call 877-789-2925 and press #1 for assistance.

**If I'm receiving an electronic payment, why do you need my address?**
Your address will be used to mail your 1099-MISC income tax form if you have been paid a total of $600 or more in a calendar year.

**Is my payment subject to tax withholding?**
Suppliers are not employees; therefore, payments are not subject to payroll tax withholding (income tax or Social Security (FICA) deductions). Contact your tax advisor regarding the tax requirements of payments made to you as a supplier.

Suppliers who do not provide a valid Social Security Number (SSN) or Tax Identification Number (TIN) will be subject to back up withholding of 28% and may be subject to penalties from the Internal Revenue Service (IRS).