

DataServ

Vendor Onboarding and Compliance

OVERVIEW

The laptop screen displays the DataServ Vendor Onboarding and Compliance Overview page. The page is divided into a sidebar and a main content area.

Sidebar:

- Vendor Onboarding & Forms Home
- Vendor Information Form
- ACK/Backing Form
- Vendor Profile Change Form
- Upload Additional Documentation
- Vendor Code of Conduct
- Contact Us
- Invoice Inquiry Home
- Admin Section
- User Admin
- Usage/Analytical Reporting
- Send Onboarding Request
- Review Submitted Forms
- OFAC Sanctions Search
- Audit Trail Reporting
- Upload PDF
- Login

Main Content Area:

DataServ

Sections 1 - 4. Please complete the following information completely:
* Required fields are marked with an asterisk.

Section 1: Vendor Information

* Business/Taxpayer Name: * Business/Taxpayer Name (Exact Legal Name as completed on line 1 of the W9)

Doing Business As: Doing Business As (if different from above and as completed on line 2 of the W9)

EIN or SSN: 9 Digits - No Dashes (EIN/SSN: 9 Digits - No Dashes) * Business Type: Please Choose Your Business Type

Contact Name: Contact Full Name

Title:

Email: Email Address Telephone# Main Phone Number

Remittance Address

* Street: * Remittance Street Mailing Address

* City/State/Zip/Country: * Select State * Select Country

Physical Business Address (if different from above)

Street: Physical Street Address

City/State/Zip/Country: * Select State * Select Country

Section 2: Nature of Relationship

* Description of Services: * Provide description of services to be provided

* Select Yes or No: ☐ * Are you a Government-Related Entity, State-Owned Enterprise, or Government Official?*

If Yes, explain:

* Select Yes or No: ☐ * Will you have dealings with a Government-Related Entity, State-Owned Enterprise, or Government Official?*

If Yes, provide name(s) of entity(ies):

*A Government-Related Entity includes any government agency, body, or state organization, including subdivisions of or entities acting on behalf of such entities. A State-Owned Enterprise includes any entity controlled by a government in order to exercise its governmental activities on the government's behalf. A Government Official is

Introduction

For accounts payable and finance, vendor onboarding is not just adding a new vendor to your vendor master file. Many critical steps must be performed before new vendors are approved, including:

- Gathering critical information about the new vendor
- Securely collecting and storing all vendor information
- Validating vendor TINs, OFAC, SDN and other sanctioned watch lists
- Determining if withholding is required
- Verifying bank account information

Vendor onboarding and information management present risk, control, efficiency, cost and timing challenges in organizations.

Vendor onboarding – the processes and procedures for receipt, verification, approval and entry into the vendor master file/accounting system – becomes more complex every day. A recent Financial Operations Networks' poll revealed the following top vendor onboarding pain points faced by accounts payable, procurement, vendor information management and financial operations leaders:

- Bank account verifications
- Sensitive information being transmitted by email that could be captured by fraudsters
- Manual verifications of TINs, addresses, OFAC and other watch lists
- Unverified information
- PDF management and distribution
- Time-consuming and error-prone manual procedures
- Non-standardized onboarding procedures
- Cumbersome approval workflows

New vendor set up is a critical time to validate vendor information to prevent fraud, ensure vendor master file accuracy and meet compliance obligations. But, increased procedural efforts and cyber risk are creating security, control and compliance gaps. Inefficiency is further compounded by the growing reluctance to send sensitive information via email.

DataServ's Vendor Onboarding solution helps you move from a legacy system to a secure automated system to eliminate manual processes, ensure compliance and reduce risk. Clients can elect to automate everything or an individual module.

Vendor information forms, W-9s and W-8s, ACH/banking forms and other customized forms are completed on a secure portal, electronically signed, automatically verified and approved within the portal without emailing forms back and forth. And, once approved, data can be uploaded to the vendor master.

We will assign an Initialization team to fully understand your current processes, procedures, forms and vendor approval workflow, while tailoring the solution to meet your needs.

```
graph TD; A[Invite sent to vendor to complete forms] --> B[Review submitted information]; B --> C{CORRECT?}; C -- YES --> F[Once forms are approved, data can be automatically uploaded to ERP]; C -- NO --> D[Request corrections from vendor]; D --> E((TIN, OFAC Address, Bank Account and 30+ other verifications automatically performed)); E --> B;
```

The flowchart illustrates the Vendor Onboarding Process. It begins with an icon of a factory and a box labeled "Invite sent to vendor to complete forms". An arrow points to a box with an envelope icon, representing the vendor's response. This leads to a circular node containing the text "TIN, OFAC Address, Bank Account and 30+ other verifications automatically performed". An arrow from this circle points to a box labeled "Review submitted information". From there, an arrow leads to a decision box labeled "CORRECT?". If the answer is "YES", an arrow points down to a large blue box with a server rack icon and the text "Once forms are approved, data can be automatically uploaded to ERP". If the answer is "NO", an arrow points to a box labeled "Request corrections from vendor" with a computer monitor icon. An arrow from this box points up to the circular verification node, which then loops back to the "Review submitted information" box.

DataServ Vendor Onboarding Overview

The following pages include examples of DataServ's features. Each vendor's instance is customized, designed and branded in partnership with them, including their logo, colors to match their existing website, vendor forms and workflow approval processes.



Easier Communication with Vendors

Send Onboarding Invitation



Send Onboarding Request

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ACH/Banking Form

Vendor Profile Change Form

Upload Additional Documentation

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Audit Trail Reporting

Upload PDF

TIN Verifications

Bank Verifications

Bank Verify Name Only

W8 Update Requests

Onboarding Request v3

Logout

Send Form Request

1) Fill out the form below to send a request and click on the "Send Email" button.
2) The information will appear as the top listing in "Current Form Requests" below.

Email: Name:

Phone: Company:

Subject: **VendorInfo Vendor Onboarding Request**

Template:

Email Message:

Hello!

To successfully register as a new vendor of Financial Operations Networks, you must log onto our Onboarding Portal with the link below and complete the following:

- 1.Current version IRS Form W-9 (for US. Individuals/entities) or Form W-8 (for foreign individuals/entities). Guided steps will help you select, complete and sign the correct form.
- 2.Vendor Information Form (found on the left menu on the portal)
- 3.ACH/Banking Form (found on the left menu on the portal)

To access our Onboarding Portal, please click on the following link:

[https://999998.vendorinfo.com\[track\]](https://999998.vendorinfo.com[track])

Should you have any questions during your registration process, please contact our Vendor Support team at https://999998.vendorinfo.com/contact2.html.

We look forward to working with you!

Send Email

Current Form Requests Search current requests:

Send Company/Name	Stage/Forms Processed	Sent From/Date	Review
☐ FON/Richard Burke rburke@invoiceinfo.com 404-555-1212		rburke@invoiceinfo.com Sent 2022-07-26 15:53:16	☐
☐ FON/Richard Burke rburke@invoiceinfo.com 404-555-1212		rburke@invoiceinfo.com Sent 2022-07-26 15:28:12 Resent 2022-07-26 15:25:16	☐
☐ FON/Richard Shrine rburke@shrinenet.org 404-555-1212		rburke@invoiceinfo.com Sent 2022-07-26 15:25:16 Resent 2022-07-26 15:28:12	☐
☐ FON/Richard Shrine rburke@shrinenet.org 404-555-1212		rburke@invoiceinfo.com Sent 2022-07-26 15:24:57	☐
☐ FON/Richard Burke rburke@invoiceinfo.com 404-555-1212		rburke@invoiceinfo.com Sent 2022-07-26 11:11:11	☐
☐ Test/Patti Wysocki pwysocki@invoiceinfo.com 777-777-7777		pwysocki@invoiceinfo.com Sent 2022-07-11	☐
☐ ddd/Patti pwysocki@invoiceinfo.com 999-999-6666		tdin@invoiceinfo.com Sent 2022-06-2	☐
☐ Financial Operations Networks/Ray rsmith@invoiceinfo.com 2159138285		rsmith@invoiceinfo.com Sent 2022-03-1	☐
☐ Financial Operations Networks/Ray rsmith@invoiceinfo.com 2159138285		rsmith@invoiceinfo.com Sent 2022-03-4	☐
☐ Financial Operations Networks/Ray rsmith@invoiceinfo.com 2159138285	Stage 0/form-Bank Verify Name Only	rsmith@invoiceinfo.com Sent 2022-03-02	☐
	Stage 0/form-Bank Verify Name Only		☐

Customized invitation templates and messaging.

View and follow up with previous onboarding requests.

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Upload Documents

Vendor Onboarding & Forms Home

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1) Attach required documents.

2) Enter your contact information at the bottom of the page.

3) Click on the submit button to submit all information.

Attach Requested Documentation

Please select and attach requested documentation for our onboarding process. Not including these documents may cause delays in your setup.

Requested Document	Select Document
Insurance Certificate	Select pdf, doc or image
MWMB Certification	Select pdf, doc or image
Voided Check	Select pdf, doc or image
describe attachment	Attach File (optional) Select pdf, doc or image
describe attachment	Attach File (optional) Select pdf, doc or image

Contact Information (all fields required)

Company: Your company name

Name: Your full name

Email: Your email address

Address:

Verify

Email: Retype email address

Address:

Phone: Your phone number

Date: June 27, 2022

Message: If you have any questions or comments, type a message here.

Captcha:

☐ I'm not a robot

 reCAPTCHA Privacy - Terms

Submit

Vendors attach requested documentation.

Tailored by client

When vendors complete a Form W-9 online at the DataServ portal, the vendor's name and TIN are automatically validated against IRS records.

Need more help? Download IRS W-9 Instructions

Vendor Onboarding & Forms Home

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W9 - Request for Taxpayer Identification Number and Certification

[Click here](#) to download Form W9 Instructions as a pdf file.

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Give Form to the requester. Do not send to the IRS.

- Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Company name or individual name - as shown on your income tax return - ** DO NOT LEAVE THIS LINE
- Business name or disregarded entity name, if different from above

Business name if different from above
- Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ Limited liability company. Enter the tax classification (C or S corporation, etc.) in the space below.

☐ Other (see instructions)

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

Note: Check the appropriate box in the line above for the tax classification of the single-member LLC if the LLC is classified as a single-member LLC that is disregarded from the owner or another LLC that is not disregarded from the owner for U.S. federal tax purposes. Other than a disregarded LLC, an entity classified as a partnership for federal tax purposes should check the appropriate box for the tax classification.
- Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) (If an

- Address (number, street, and apt. or suite no.) See instructions.

Number and street Apt. suite or po box
- City, state, and ZIP code

City

Select State

ZIP Code

Send this form to the requester by email or mail. Do not fax or deliver to a third party.

message here.

Captcha Validation code: (Can't read the image below? [Click here](#) to refresh.)

9217

Enter the 4 digit Captcha Validation code below:

Please enter 4 digits displayed above

Submit

Print or type.
See Specific instructions on page 3.

Vendors complete all required parts of Form W-9 online.

...sign and submit.

Vendor Completes W-9 and TIN Automatically Verified

W-9 Form Submission

Vendors complete form then submit.

Need more help? Download
IRS W-9 Instructions

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W9 - Request for Taxpayer Identification Number and Certification

[Click here](#) to download Form W9 Instructions as a pdf file.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Company name or individual name - as shown on your income tax return - ** DO NOT LEAVE THIS LINE

2 Business name/disregarded entity name, if different from above
Business name if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-Partnership) in the box below.

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) in the box below.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) (If any)
Exemption from FATCA reporting code (if any) (If any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
Number and street **Apt, suite or po box**
City, state, and ZIP code **City** **Select State** **Zip Code**
7 List account number(s) here (optional)

Requester's name and address (optional)
Optional

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.
Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
 - -
or
Employer identification number
 - -

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** **Date** Feb 8, 2022

[Clear signature and try again](#)

Full Name
Email Address
Verify Email Address
Retype email address
Title
Optional
Phone

Form W-8

DataServ's W-8 Wizard directs non-U.S. vendors to the correct W-8 forms by asking questions that point the vendor to the correct form. Once they reach the appropriate W-8 form, the Wizard hides questions that are not required to be answered based on the answers to these questions.

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Here you will find the forms required to be set up as a vendor. Please complete the following from the left-hand menu, sign and submit:

- Vendor Information Form
- ACH/Banking Form
- In addition, please follow the instructions below to complete the correct **W-8 or W-9 form**.

We appreciate your cooperation and look forward to doing business with you.

W-8 or W-9 Forms

- 1) Please click on Yes or No for each answer to the correct IRS W-8 or W-9 Form.
- 2) As you answer one question, other applicable questions will be displayed based on your answers.
- 3) Kindly answer all questions.
- 4) Sign and submit the completed **W-9 or W-8 form**.

☐ Yes ☐ No - Are you a U.S. citizen, U.S. entity or other U.S. person, including a resident alien individual?

☐ Yes ☐ No - Are you an entity? (NOT an individual)

☐ Yes ☐ No - Are you a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the U.S.? (other than personal services)

[Reset](#)

If you wish to go directly to our online forms and bypass these questions, click on the following forms:

[W-9](#), [W-8BEN](#), [W-8BEN-E](#), [W-8ECI](#), [W-8IMY](#), [W-8EXP](#), [8233](#)

The W-8 Wizard directs non-U.S. vendors to the correct W-8 forms

Fillable Forms That Fit Your Needs

You can use your own forms with fields and content that meet your needs.

DataServ
Vendor Information Form

Sections 1 - 4. Please complete the following information completely.
* Required fields are marked with an asterisk.

Section 1: Vendor Information

* Business/Taxpayer Name:
 Doing Business As:
 * EIN or SSN: (EIN/SSN: 9 Digits - No Dashes)
 * Business Type:
 * Contact Name:
 Title:
 * Email: * Telephone#
Remittance Address
 * Street:
 * City/State/Zip/Country: * *
Physical Business Address (if different from above)
 Street:
 City/State/Zip/Country: *

Section 2: Nature of Relationship

* Description of Services:
 * Select Yes or No * Are you a Government-Related Entity, State-Owned Enterprise, or Government Official**?
 If Yes, explain:
 * Select Yes or No * Will you have dealings with a Government-Related Entity, State-Owned Enterprise, or Government Official**?
 If Yes, provide name(s) of entity(ies):
 **A Government-Related Entity includes any government agency, body, or state organization, including subdivisions of or entities acting on behalf of such entities. A State-Owned Enterprise includes any entity created by a government in order to partake in commercial activities on the government's behalf. A Government Official is considered any officer or employee of a Government-Related Entity or State-Owned Enterprise or any department, or agency, of a public international organization, or any person acting in an official capacity for or on behalf of any such government or department, agency or instrumentally, of for or on behalf of any such public international organization.
 * Select Yes or No * Do you have a relationship*** to any Financial Operations Networks Employee?
 Clear signature and try again
 Date: February 9, 2022
 9784
 * Enter 4 digit Captcha * Click to refresh the Captcha image.

Section 5: Payment Terms

Standard payment terms are 45 days. Reduced terms are not guaranteed and must be approved by Accounting.

Section 6: Vendor Setup and Approval (for office use ONLY)

Supplier Payment Number: Date Created: W9 Received:
 Approved By:
 Submit Reset

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Vendors complete all required parts of vendor information forms...

...sign and submit.

Administrative sections of forms can be hidden from vendors.

Vendor Profile Change Form



Vendor Profile Change Form

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Bank Verifications

Bank Verify Name Only

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Sections 1 - 4. Please complete the following information completely.
* Required fields are marked with an asterisk.

Section 1: Vendor Information

Vendor ID:

* Business/Taxpayer Name:

Doing Business As:

EIN or SSN: (EIN/SSN: 9 Digits - No Dashes) * Document Type:

Contact Name:

Title:

Email: Telephone:

Remittance Address

* Street:

* City/State:

/Zip/Country:

Physical Business Address (if different from above)

Street:

City/State:

Section 2: Nature of Relationship

* Description of Services:

* Select Yes or No: If Yes, explain:

* Select Yes or No: If Yes, provide name(s) of entity(ies):

**A Government-Related Entity includes any government agency, body, or state organization, including subdivisions of or entities acting on behalf of such entities. A State-Owned Enterprise includes any entity created by a government in order to partake in commercial activities on the government's behalf. A Government Official is considered any officer or employee of a Government-Related Entity or State-Owned Enterprise or any department, or agency, of a public international organization, or any person acting in an official capacity for or on behalf of any such government or department, agency or instrumentality, of for or on behalf of any such public international organization.

Do you have a relationship with any Financial Institutions, Networks, or Groups?

Date: * Enter 4 digit Captcha * Click to refresh the Captcha image.

Section 5: Payment Terms

Standard payment terms are 45 days. Reduced terms are not guaranteed and must be approved by Accounting.

Section 6: Vendor Setup and Approval (for office use ONLY)

Supplier Payment Number: Date Created: W9 Received:

Approved By:

Vendors complete all required parts of the Vendor Profile Change Form...

...sign and submit.

Vendor Verifications

Vendor Form Review

Vendors are approved according to your vendor workflow approval rules. Vendor submitted information and verification results can be reviewed and documents can be returned for corrections. Vendor submitted documents and changes are retained.

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Pending Approvals -

Check left box for all vendors to approve, then click on approve.
Click on "Ver" link to view complete detail and notes.

Company/Name

TIN

Ver

Bank

Notes

☐	Additional Documentation TEST5 TEST5				1			
☐	1 (6789) 1, AL 1 CA				1			
☐	Additional Documentation TEST5 TEST5				2			
☐	Additional Documentation TEST5 TEST5				2			
☐	Additional Documentation Richard 4 Richard 4				1			
☐	1 (6789) 1				1			
☐	DG Investment Intermediate Holdings (1132) Schaumburg, IL 60173				1			
☐	Financial Operations Networks (5966) Atlanta, GA 30328				1			

Search

Stage Stage 0 Unassigned [09/13/2022 03:36 PM]
Voiced Check - W-9 2022.pdf

09/13/2022 03:36 PM]

Stage Stage 0 Unassigned [09/13/2022 01:17 PM]
W-9 2022.pdf

09/13/2022 01:17 PM]

Stage Stage 0 Unassigned [09/13/2022 11:08 AM]
Voiced Check - fw9-8.pdf

09/13/2022 11:08 AM]

Stage Stage 0 Unassigned [09/13/2022 10:59 AM]

09/13/2022 10:59 AM]

1/2022 10:10 AM]

1/2022 05:04 PM]

Next 10 Records

Display 10

Approve

Approve selected records

Remove

Remove selected records

Filter View

View all versions of submitted forms.

Visibility into document approval, by whom, and if the document is awaiting further approvals.

Discrepancies are flagged red.*

Partial matches are flagged yellow.*

* See page 13 for examples.

Automated Bank Account Verification

Through our partnerships, Early Warning and BNY Mellon to offer a real-time bank account solution to validate account numbers, routing numbers and to verify the owner of an account prior to sending a payment.

With recent advances in payments technology, it's never been more relevant to understand how fraud's evolving, and how to be better protected. In the most recent AFP Payments Fraud and Control Survey, as much as 82% of organizations have experienced attempted or actual payments fraud. Bank account validation mitigates fraudulent vendors and activities.

What Information Is Validated?

The following information is validated:

- ☒ Bank Account Number
- ☒ Account Name
- ☒ Tax Identification Number
- ☒ Routing Number
- ☒ Address

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Please complete the banking information.
Company name OR individual first and last names required.
Optionally, you may enter address information for additional validations.

Enter Bank Information Below

* Type of Account:

* Bank ABA Routing #: Account Number:

Information for Commercial Accounts

Company Name on Account:

EIN (Format 99-9999999):

Information for Individual Accounts

First Name on Account: Last Name on Account:

SSN (Format 999-99-9999):

Account Address Information for Additional Bank Validations

* Account Address:

* Account City: * State: * Zip:

Tax ID Number: Derived from EIN or SSN above - DO NOT MODIFY

* Enter 4 digit Captcha: * Click to refresh the Captcha image.

Vendors complete all required parts of ACH forms...

...sign and submit.

Vendor Form Review Page Samples

Green notes that Account owner information is an exact match.

**Routing Number/Bank Account Verification: VALID**

Routing Number: **061000227 - ACH**
WELLS FARGO BANK - MAC N9301-041
MINNEAPOLIS , MN 55479-0000 (800) 745-2426

Account Number: [REDACTED]

Account Owner Information: Match: ADDRESS, BUSNAME, CITY, TIN, STATE, ZIP

Company: Financial Operations Networks *** Valid Match
Address: 2100 RiverEdge Parkway *** Valid Match
City: Atlanta *** Valid Match
State: GA *** Valid Match
Zip: 30328 *** Valid Match
TIN: [REDACTED] *** Valid Match
Overall Score: 98 - Match Likely

Transaction Details:

BANK Verify Date: 2022-08-11 17:04:55
Transaction ID: 59117c7c-58fc-4dd5-9471-7a13f302353
Reference ID: 999998-1119
Request Status: COMPLETED - Request processing completed.

Yellow notes that owner information is a partial match.

**Routing Number/Bank Account Verification: VALID**

Routing Number: **071000013 - ACH**
JPMORGAN CHASE BANK, NA - 10430 HIGHLAND MANOR DRIVE
TAMPA , FL 33610-0000 (800) 677-7477

071000013 - WIRE
JPMORGAN CHASE BANK, NA - JPMCHASE ILLINOIS - CHICAGO , IL

Account Number: [REDACTED]

Account Owner Information: Match: ADDRESS, CITY, STATE, ZIP Warning: BUSNAME Unknown: TIN

Company: DG Investment Intermediate Holdings *** Warning
Address: One Commerce Drive *** Valid Match
City: Schaumburg *** Valid Match
State: IL *** Valid Match
Zip: 60173 *** Valid Match
TIN: [REDACTED] *** Unknown
Overall Score: 56 - Probably Not A Match

Transaction Details:

BANK Verify Date: 2022-09-01 10:10:49
Transaction ID: 3f709286-66b7-43ec-b2fd-8d2fa0457886
Reference ID: 999998-1130
Request Status: COMPLETED - Request processing completed.

Red notes that owner has discrepancies.

**Routing Number/Bank Account Verification: ERROR Invalid ABA/RT**

Routing Number: **123456789 Invalid ABA/RT**

Account Number: **123456789 Invalid ABA/RT**

Account Owner Information: ERROR Invalid ABA/RT

Company: 1
Address:
City:
State:
Zip:
TIN: [REDACTED]

Transaction Details:

BANK Verify Date: 2022-09-13 14:48:06
Transaction ID: e832a312-1bf3-49c1-b30a-375e41f0db93
Reference ID: 999998-1152
Request Status: COMPLETED - Request processing completed.

Verification Modules:

Vendor information is verified against the following databases:

IRS TIN/Name Matching

Internal Revenue Service

This verification process, for both EIN and SSN numbers, ensures that payers file accurate payee TIN/Name combinations reducing or eliminating yearly IRS TIN/Name discrepancy penalties (B-Notices, CP2100(A)s, 972CGs). The IRS can assess penalties of up to \$1,500,000 (\$500,000 for businesses) for non-compliance. In the event of intentional disregard, there is no limit.

EIN/Name Lookup System

IRS Issued EINs

This lookup process will retrieve the company name that is associated with a given EIN number. This lookup works for Corporations, Sole Proprietors, Partnerships, Trusts, Estates, and Limited Liability Companies. It does not return individual names from Social Security Numbers (SSNs). This lookup is very useful for getting the correct company name that was identified as a mismatch by the IRS TIN Matching process.

Specially Designated Nationals

Office of Foreign Assets Control

Unlike IRS penalties for TIN/Name discrepancy, payers neglecting to verify the Office of Foreign Assets Control (OFAC) lists open themselves up to civil, as well as criminal penalties. OFAC non-compliance carries civil penalties of up to \$1,000,000 per violation plus criminal fines of up to \$10,000,000 and imprisonment ranging from 10 to 30 years.

Foreign Sanctions Evaders

Office of Foreign Assets Control

OFAC publishes a list of foreign individuals and entities determined to have violated, attempted to violate, conspired to violate or caused a violation of U.S. sanctions.

Transactions by U.S. persons or within the United States involving FSEs are prohibited.

Death Master File

Social Security Administration

The DMF is a continually updated list of all known deceased individuals. It is used by the financial industry as well as government agencies to prevent identity fraud. IRS TIN/Name Matching does not discern whether or not a payee is deceased. For some payers, knowing whether they are paying a deceased individual is prudent. Checking payees against the Death Master File gives the payer community the ability to identify and prevent fraud.

Denied Persons List

Department of Commerce

The DPL is a list created by the U.S. Department of Commerce of individuals and entities that have been denied export privileges. Any dealings with a party on this list that would violate the terms of its denial order is strictly prohibited. Violation can result in a civil penalty amounting to the greater of \$250,000 or twice the value of the transaction for each violation. For criminal violations, violators may be fined up to \$1,000,000 and/or face up to 20 years of imprisonment.

Excluded Parties List System

General Services Administration

The Excluded Parties List System, which is now part of the System for Awards Management (SAM), includes companies that have been debarred, suspended, excluded or disqualified from receiving Federal contracts, subcontracts, assistance and benefits. Government agencies and contractors are required to check this list to validate vendors and/or payees are in good standing with the federal government.

Excluded Individuals and Entities

Office of Inspector General, Health & Human Services In the health-care industry, anyone who hires an individual, entity or contractor on the LEIE may be subject to civil monetary penalties (CMP) by the OIG ranging into the millions of dollars. To avoid CMP liability, health-care entities need to routinely check the LEIE to ensure that new hires, current employees or contractors are not on the excluded list.

Designated Foreign Terrorist Organizations

Department of State

Foreign Terrorist Organizations (FTOs) are foreign organizations that are designated by the Secretary of State in accordance with section 219 of the Immigration and Nationality Act (INA).

Politically Exposed People

Central Intelligence Agency

A quarterly updated list compiled by the CIA of Chiefs of State and Cabinet Members of Foreign Governments.

FBI Wanted Lists

Federal Bureau of Investigation, Department of Justice

Verified vendor against the following lists: Criminal Enterprises, Cyber Crimes, White Collar Crimes, Violent Crimes, Crime Alerts, Crimes Against Children, Domestic Terrorism, Top Ten Fugitives, Most Wanted Terrorists, etc.

Address Validation

United States Postal Service

Automatically validate an address (if provided) using the USPS Address Validation and Normalization Database to insure the most accurate and up-to-date address information.

Global Intermediary Identification Number

Internal Revenue Service

Automatically validate a Global Intermediary Identification Number (GIIN) against the most up-to-date IRS information. A GIIN is a 19-digit identification number that is instrumental in the United States' new FATCA legislation. Any Foreign Financial Institution (FFI) will

undoubtedly need to validate all GIIN information before reporting the upcoming FATCA Form 8966.

Casino Banned Patron Lists

U.S. States and Municipalities

State and local level banned patron lists for casinos and gaming enterprises.

IRS Exempt Organizations

Department of Treasury, Internal Revenue Service Verify

exempt organizations and check certain information about their federal tax status and filings.

EU Sanctions List

European Union External Action Service

EU sanctions are imposed by resolutions adopted by the UN Security Council under Chapter VII of the UN Charter. The application of UN financial sanctions constitutes an obligation for both the public and private sector.

Arms Export Control Act

U.S. Department of State, Directorate of Defense Trade Controls

The Arms Export Control Act (AECA) provides the authority to control the export of defense articles and services. Criminal and civil penalties of up to \$500,000 for each violation involving controls imposed on the export of defense articles and defense services under this section.

Sectoral Sanctions Identifications

Department of Treasury, Office of Foreign Assets Control

OFAC publishes a list to identify persons operating in sectors of the Russian economy identified by the Secretary of the Treasury pursuant to Executive Order 13662.

Directives found within the list describe prohibitions on dealings with the persons identified.

Unverified List

Department of Commerce, Bureau of Industry and Security

Restrictions on exports, reexports and transfers (in-country) to persons listed on the UVL are set forth in Section 744.15 of the Export Administration Regulations.

Entity List

Department of Commerce, Bureau of Industry and Security

Entities that have engaged in activities that could result in an increased risk of the diversion of exported, reexported and transferred (in-country) items of weapons of mass destruction, activities sanctioned by the State Department and activities contrary to U.S. national security and/or foreign policy interests.

Palestinian Legislative Council

Department of Treasury, Office of Foreign Assets Control

Terrorism sanction regulations require U.S. financial institutions to reject transactions with members of the Palestinian Legislative Council (PLC) that were elected to the PLC on the party slate of Hamas.

Ukraine-Russia Related Sanctions

Department of Treasury, Office of Foreign Assets Control

The Ukraine-Russia related sanctions program represents the implementation of multiple legal authorities. Some of these authorities are in the form of an executive order issued by the President. Other authorities are public laws (statutes) passed by Congress.

Foreign Financial Institutions Subject 561

Department of Treasury, Office of Foreign Assets Control

U.S. financial institutions are prohibited from opening or maintaining a correspondent account or a payable-through account for certain foreign financial institution(s), pursuant to 31 C.F.R. Section 561.201(c).

Iranian Sanctions Act

Department of Treasury, Office of Foreign Assets Control

The Act targets both U.S. and non-U.S. businesses making certain investments in Iran. Penalties for violations include fines of up to \$1,000,000 or imprisonment of up to 20 years, or both.

Iran-Syria Nonproliferation Act

U.S. Department of State

This Act targets foreign individuals, private entities and governments that provide material aid to weapons of mass destruction programs in Iran and Syria.

SAM/OIG

GSA administers SAM which contains debarment actions taken by various Federal agencies, including exclusion actions taken by OIG. OIG has the authority to exclude individuals and entities from federally funded health-care programs pursuant to section 1128 of the Social Security Act and maintains a list of all currently excluded individuals and entities called the list of Excluded Individuals/Entities (LEIE). Anyone who hires an individual or entity on the LEIE may be subject to civil monetary penalties.

UK Sanctions List

The UK government publishes the UK sanctions list, which provides details of those designated under regulations made under the Sanctions Act. The Office of Financial Sanctions Implementation (OFSI) publishes a list of all those subject to financial sanctions imposed by the UK which it keeps updated.

Interpol Most Wanted

Interpol's Most Wanted list is called the Red Notices – which are issued for global fugitives.

United Nations Consolidated

The Consolidated List includes all individuals and entities subject to measures imposed by the Security Council. The inclusion of all names on one Consolidated List is to facilitate the implementation of the measures, and neither implies that all names are listed under one regime, nor that the criteria for listing specific names are the same. For each instance where the Security Council has decided to impose measures in response to a threat, a Security Council Committee manages the sanctions regime. Each sanctions committee established by the United Nations Security Council therefore publishes the names of individuals and entities listed in relation to that committee, as well as information concerning the specific measures that apply to each listed name.

Consolidated Sanctions List (Non-SDN Lists)

In order to make it easier to comply with OFAC's sanctions regulations, the office offers all of its non-SDN sanctions lists in a consolidated set of data files "the Consolidated

Sanctions List.” These consolidated files comply with all OFAC’s existing data standards

Canada Justice Laws (CJL) Consolidated Regulations

The Justice Laws Website provides an official consolidation, or updated version, of the federal Acts and regulations maintained by the Department of Justice as a convenient way for the public to view the state of the law, without having to carry out research and put together the various amended provisions.

Canada Justice Laws (CJL) Special Economic Measures Act

This act provides for the imposition of special economic measures.

Canada Justice Laws (CJL) Freezing Assets of Corrupt Foreign Officials Act

An Act to provide for the taking of restrictive measures in respect of the property of officials and former officials of foreign states and of their family members.

U.S. Commodity Administrative & Reparations Sanctions

Commodity Futures Trading Commission (CFTC) disciplinary history is made available as part of the agency’s ongoing effort to protect market participants and the public from fraud, manipulation and abusive practices. CFTC disciplinary history available includes Reparations Sanctions in Effect and Administrative Sanctions in Effect.

Vendor Approval Workflow

Once forms have been completed, submitted and verified, they are ready to be approved. The DataServ team will work with you to gain understanding of your approval workflow for each form that is completed on the portal. Vendor forms can have different approval paths based on their answers to questions on forms.

Each approver can be notified of new forms that need to be approved. Once approved, the form will move on for approval by the next approval level until it reaches the final stage.

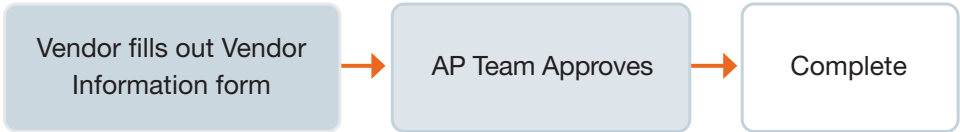
DataServ
Vendor Form Review

Company/Name (EIN)	PDF	View	Email	TIN	Ver	Bank	Notes	Stage/Form Information
☐ Anthony Dewstow (1349) Houston, TX 77031					1			Stage Stage 0 Unassigned [09 W9-I]
☐ TEST8 (6789) Buford, AL 30519 GA					1			Stage Stage 0 Unassigned [09 Vendor Information Form]
☐ TEST7-1 (6789) TEST7, GA 12345 US					2			Stage Stage 0 Unassigned [09 Vendor Information Form]
☐ Additional Documentation TEST5 TEST5								Stage Stage 0 Unassigned [09 Voiced Check - W-9 202
☐ 1 (6789) 1, AL 1 CA					2			0 Unassigned [09 mation Form]
☐ Additional Documentation TEST5 TEST5								0 Unassigned [09 M B Certification - W-
☐ Additional Docu Richa Richa								Stage Stage 9 Unassigned [09 Voiced Check - fw9-8.pc
☐ 1 () 1								Stage Stage 0 Unassigned [09 ACH/Banking Form]
☐ DC Intern Holdings () Schaumburg, IL 60193								Stage Stage 0 Unassigned [09 Bank Verification]
☒ Financial Operations Networks (5966) Atlanta, GA 30328					1			Stage Stage 0 Unassigned [08 Bank Verification]

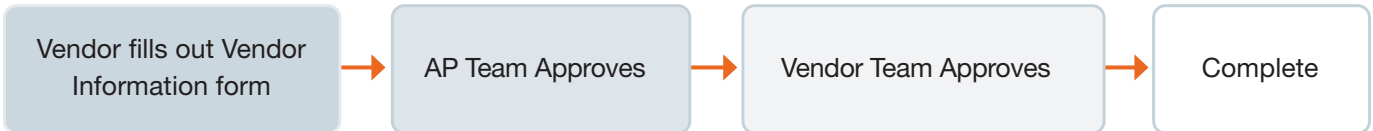
Next 10 Records Display 10 ▾

Workflow Examples

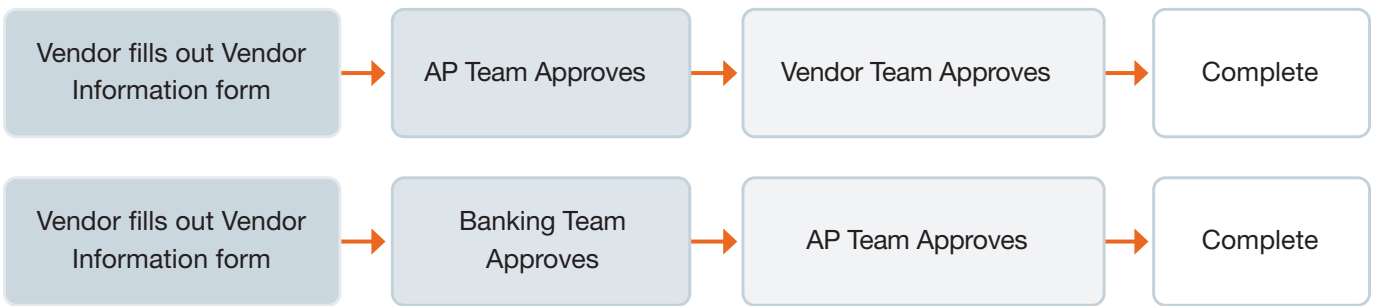
ONE WORKFLOW ONE PATH ONE LEVEL



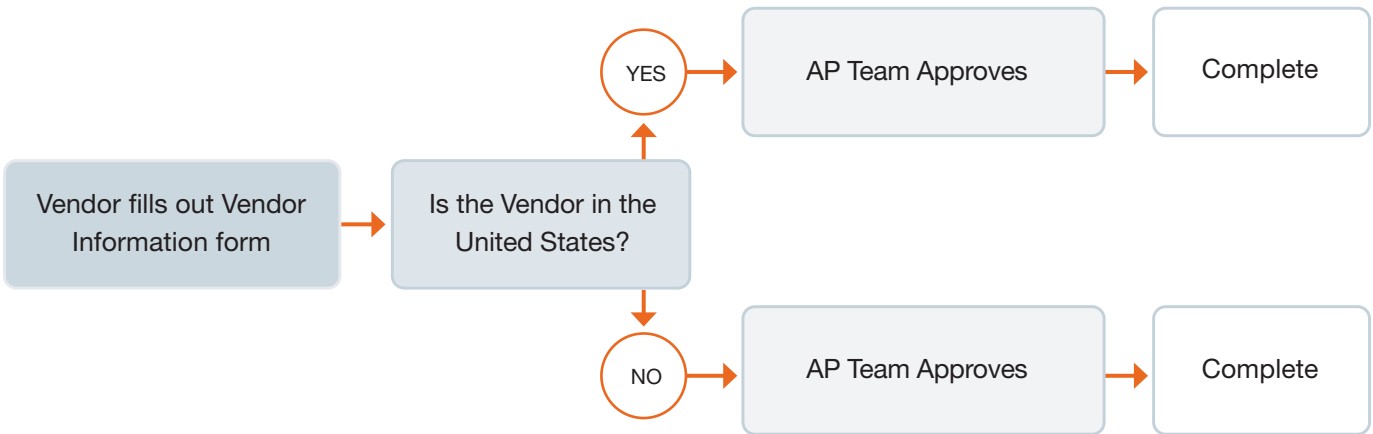
ONE WORKFLOW ONE PATH TWO LEVELS



TWO WORKFLOWS ONE PATH TWO LEVELS



ONE WORKFLOW TWO PATHS



Vendor Form Output

Automated Output to ERP/Vendor Master File

Once vendor forms have been approved by all levels, you have the option to automatically upload the data into your master file/ERP system.



Reporting

Example of Vendor Audit Trail Reporting

All transactions/activities within DataServ are recorded and reported in the auditor-friendly Forms Usage & Audit Report.

Forms Usage & Audit Report

Enter your range of Form Submission Dates for your report or leave blank for ALL.

09/16/2020 12/03/2021 Select Form Type For all Approvers Approved - Stage 9 Only? -> No Search ->

Run Report New Report Download Report (CSV) Print

Seq	Company/Entity Info	Form	Last 4	Tin Type	Match	Tin Verified	OFAC	Date Submitted	Date Removed	Removed By	Approval Stage	Approver(s)
644	ABC Co 123 1st Street Anytown, NY 10001	W9-C	6789	EIN			88	2020-12-23			0	
645	ACME Widget 789 Main St Anywhere, NY 10000						75	2020-12-30			0	
646	FON 2100 RiverEdge Pky. Suite1010 Atlanta, GA 30328						0	2021-01-07			0	
647	Scott Ley N 3809 Liberty St Sullivan, WI 53178					2021-01-15	77	2021-01-15	2021-02-10	pwyssocki@invoiceinfo.com	0	
648	Myeyedr Optometry of Alaba Vienna, VA 22181					2021-01-18	76	2021-01-18	2021-02-10	pwyssocki@invoiceinfo.com	0	
649	JN Management LLC P.O. Box 668 Bloomfield, MI 04830	W9-LC	1179	EIN	Yes	2021-01-18	84	2021-01-18	2021-02-10	pwyssocki@invoiceinfo.com	0	
650	Advanced Wheel Locks LLC 311 W 117th Place Crown Point, IN 46307	W9-LC	8872	EIN	Yes	2021-01-18	93	2021-01-18	2021-02-10	pwyssocki@invoiceinfo.com	0	
651	Osama Bin Ladin 100 Main Street Suite 1010 New York, NY 23188	W9-I	1111	SSN		2021-03-25	100	2021-03-25	2021-04-06	pbinkow@invoiceinfo.com	0	
654	Name DBA Address City, AK 30000	W9-I	6789	SSN			97	2021-07-26	2021-07-26	rburke@invoiceinfo.com	0	
655	1 Name 3 Addr 3 City, Afghanistan	W8BEN	6789				97	2021-10-14			0	
656	1 name 3 de 5 addr 5 city, United States of America	W8ECI	6789	SSN		2021-10-24	97	2021-10-14			0	
664	Wilson Paul 206 GOODWIN ST MERRIT, MI 49667	form	2367			2021-10-27	89	2021-10-24	2021-10-24		0	
665	CRAZY JIM'S PIZZA 1644 E. GLENDALE AVE. SUITE 1 PHOENIX, AZ 85021	form	4570			2021-10-27	78	2021-10-24			0	
730	3-2 3 3, Canada	W8BEN	6789				72	2021-12-01			0	

Management Totals

Successful Tin Checks -	3
UnSuccessful Tin Checks -	1
Error Tin Checks -	37
Total Online W9's submitted -	9
EIN used for TIN match -	6
SSN used for TIN match -	13

[Back to Admin Dashboard](#) | [Back to Top](#)

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Data View

Custom Report Writer

In addition to the Audit Trail Reporting, you can create your own custom reports using the Data View tool using all the data fields collected in the various vendor forms.



Vendor Onboarding & Forms Home

[Vendor Information Form](#)

[ACH/Banking Form](#)

[Vendor Profile Change Form](#)

[Upload Additional Documentation](#)

[Vendor Code of Conduct](#)

[Contact Us](#)

[Invoice Inquiry Home](#)

Admin Section

[User Admin](#)

[Usage/Analytical Reporting](#)

[Send Onboarding Request](#)

[Review Submitted Forms](#)

[OFAC Sanctions Search](#)

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[TIN Verifications](#)

[Bank Verifications](#)

[Bank Verify Name Only](#)

[W8 Update Requests](#)

[Onboarding Request v3](#)

[Logout](#)

[Back](#) **W9 Form Data 06/23/2022** [Edit Report Settings](#) [Change Column Order](#) [Remove Columns](#) [Insert Columns](#)

Name	Business Name	Address 1	Address 2	City	State	Zip	Tax Class
Williams Foundation		100 Main Street	Suite 1010	New York	NY	13760	I
Specialized Information Publishers Foundation...		113 Ridge Crossing		Williamsburg	VA	23188	C
Colonial Williamsburg Foundation		P.O. Box 1776		Williamsburg	VA	23187	C
ABC Corp		123 Main		City	GA	30062	S
Arnold & Company	ABC	2175 Heritage Trace Drive		Marietta	GA	30062	S

Showing 1 to 5 of 5 entries [Download CSV](#)