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”).
- 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.