



PENNSYLVANIA'S STATE SYSTEM *of* HIGHER EDUCATION

It is important that the correct person or department complete the registration process. If you are not the correct person to complete the registration process or are uncertain, you will need to inquire within your organization. A great place to start is with your accounts receivable department.

Information you will need to complete the PASSHE registration questionnaire

- Tax ID (EIN)*
- Current signed and dated W9 or W8 EBEN, where applicable
- Banking information for ACH payment
- Remittance email for financial related communications

*If you do not have an EIN and are using your social security number, your SSN will be collected at a later date.

Things you should know

- Make sure you are the correct person to register your business. If uncertain, check with your accounts receivable department.
- The name you enter on the PASSHE registration questionnaire must match line one of your W9.
- If you are creating a new SAP Business Network account, the username must be in the form of an email address. It does not need to be an actual email address. Usernames cannot be reused.
- Have multiple SAP Business Network accounts? Please check within your organization for the correct account to use. PASSHE cannot help you determine what SAP account to use.
- PASSHE's preferred method of payment is ACH. Please be sure bank information you enter is accurate.