



Are you a company, corporation, or entity (Do you have an EIN)? **Follow the instructions in green.**

Are you an individual (SSN) or a sole proprietor (SSN or EIN)? **Follow the instructions in yellow.**

Vendors submit an address as part of the registration process for PaymentWorks.

- The **Remittance Address** is the address where payment is sent.
- The **Corporate Address** is your address on file with the IRS for taxes.
- “Company Profile” is simply your “Name” profile whether you are an Individual or Company.
- Edit and Partial are critical definitions.
 - **Edit (update current address)** means you are replacing your current address listed in PaymentWorks.
 - **Partial (create new address)** implies you simply want to ADD an additional address to the existing current address in PaymentWorks. You will then have at least 2 addresses (or more depending on how many times you have submitted Partial addresses).

Part A – Remittance Address Update

1. Log into [PaymentWorks](#).
2. Click **Company Profile** in the top right corner.
3. Click **Remittance Addresses** on the left menu bar.
4. Edit - If updating the current address listed, click **Edit** (pencil icon) and update the address as needed.
5. Create New Address – If adding an **additional** Remittance address, click **Create New Address**. When prompted, please share the address with your customer (*example below).
6. Click **Save** to finalize the Changes.

Part B – Corporate Address Update

1. Log into [PaymentWorks](#).
2. Click **Company Profile** in the top right corner.
3. Click **Marketing Information** on the left menu bar.
4. Click **Edit** and update the address as needed. When prompted, please share the address with your customer (*example below).
5. Click **Save** to finalize the Changes.

PaymentWorks – Vendor Address Changes

Most of the address changes for Individuals or sole proprietors are to change their Remit To Address (where payment is sent). This address is almost always the exact same as your Corporate Address (Address with the IRS). **If this is the case, you will need to change both the Corporate Address AND the Remit To Address.**

Part A – Remittance Address Update

1. Log into [PaymentWorks](#).
2. Click **Company Profile** in the top right corner.
3. Click **Remittance Addresses** on the left menu bar.
4. Edit – If updating the current address listed, click **Edit** (pencil icon) and update the address as needed.
5. Create New Address – If adding an **additional** Remittance address, click **Create New Address**. When prompted, please share the address with your customer (*example below).
6. Click **Save** to finalize the Changes.

Part B – Corporate Address Update

1. Log into [PaymentWorks](#).
2. Click **Company Profile** in the top right corner.
3. Click **Marketing Information** on the left menu bar.
4. Click **Edit** and update the address as needed. When prompted, please share the address with your customer (*example below).
5. Click **Save** to finalize the Changes.

*Example – Connecting Updates to Texas Tech University System Customer Account:

