

Instructions to Register in Candex

Foreign Individuals (Services performed in the US)

The University of Notre Dame has retained the services of Candex to capture and send foreign wire payments on their behalf. The instructions detailed below are intended to guide you through the registration. You will need access to your email. If you have any questions, please contact:

University of Notre Dame
Accounts Payable
acctpay@nd.edu
1 (574) 631-3936

Or

Contact the business unit representative that is responsible for paying for your goods or services.

1. Email sent from Candex



Notre Dame (via Candex) <support@candex.com>
to notredamepw2024viennaarborist+3@gmail.com ▾

TEST 4 - KEOUGH
Indiana | PO#: P2127188



From
Notre Dame

[Request Payment](#)

To: notredamepw2024viennaarborist+3@gmail.com

A payment of \$100 is authorized to you.

Items:

- Test 4 - Keough

[Click Here](#) to get paid.

Notre Dame uses Candex to engage and pay its partners without a setup process.

You will receive an email from support@candex.com. If you do not see the email in your Inbox, be sure to check your SPAM folder. Click "Request Payment".

2. Create a Candex account

Candex makes it easy to pay and get paid

Email ([change user](#))

Language

☐ This payment is to my company
☒ This payment is to me personally

First Name

Last Name

Phone

Password

Confirm Password

strong

☒ I agree to the [Candex Terms Of Use](#) and [Privacy Policy](#)

[Register Now](#)

First, select the language you would like to register in. Then, select if you are registering as an individual or on behalf of your company. This guide assumes we are paying an individual.

Once completed, click "Register Now".

3. Once signed in, you will provide your address and bank information.

Request Payment

Test 1 - Keough School
PO#: P2127188 | Notre Dame

After you request payment and Candex verifies your banking information, Candex will invoice Buyer. Payment terms are 5 days from the date Candex invoices Buyer and Candex will pay you within 3 business days of receiving payment from Buyer.

Pay to **Add New**

Bill to:
Candex Solutions, Inc.
420 Lexington Ave, Ste 300
New York, NY 10170, US
TAX #: 45-2805653

Deliver to:
University of Notre Dame
IN, United States

Item
Designate the "Pay to" and complete process.

Submit **Skip for now**

First, click "Add New".

Choose Payment Destination X

Company Entity
Add a Company Entity for a payment to John Smith
Add Company Entity

Personal Bank
Add a Personal Bank for a payment to you personally
Add Personal Bank

Next, it will ask you to select whether we are paying your Company or you personally. Again, this guide assumes we are paying you personally (not a company).

New Personal Bank X

☐ Company Entity ☒ Personal Bank [About](#)

Note: Bank details are **private** and buyer must expressly approve personal payments.

Personal Details **Bank Details**

Name Bank Country

Country Account Currency

Address Bank Name

City Account Holder Name

Postal Code SWIFT/BIC

Do you charge VAT? ☐ Yes ☒ No IBAN

Tax ID # [+ add intermediary bank](#)

Tax Classification

SIRET

SIREN

W8 [x TEST_PURPOSES.pdf](#)

Add

Type in your name, address, and bank details.

Under Personal Details, it will also ask if you charge VAT. The questions do not change whether you select yes or no. Enter your tax ID and select Individual/Self-employed as the tax classification. It will also require a W8 attachment. See next page for help with the W8.

Form **W-8BEN** **Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)** OMB No. 1545-1621

(Rev. October 2021)

Department of the Treasury
Internal Revenue Service

► For use by individuals. Entities must use Form W-8BEN-E.
► Go to www.irs.gov/FormW8BEN for instructions and the latest information.
► Give this form to the withholding agent or payer. Do not send to the IRS.

Do NOT use this form if:

- You are NOT an individual W-8BEN-E
- You are a U.S. citizen or other U.S. person, including a resident alien individual W-9
- You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the United States (other than personal services) W-8ECI
- You are a beneficial owner who is receiving compensation for personal services performed in the United States 8233 or W-4
- You are a person acting as an intermediary W-8IMY

Note: If you are resident in a FATCA partner jurisdiction (that is, a Model 1 IGA jurisdiction with reciprocity), certain tax account information may be provided to your jurisdiction of residence.

Part I Identification of Beneficial Owner (see instructions)

1 Name of individual who is the beneficial owner 2 Country of citizenship

3 Permanent residence address (street, apt. or suite no., or rural route). **Do not use a P.O. box or in-care-of address.**

City or town, state or province. Include postal code where appropriate. Country

4 Mailing address (if different from above)

City or town, state or province. Include postal code where appropriate. Country

5 U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)

6a Foreign tax identifying number (see instructions) 6b Check if FTIN not legally required ☐

7 Reference number(s) (see instructions) 8 Date of birth (MM-DD-YYYY) (see instructions)

Part II Claim of Tax Treaty Benefits (for chapter 3 purposes only) (see instructions)

9 I certify that the beneficial owner is a resident of _____ within the meaning of the income tax treaty between the United States and that country.

10 **Special rates and conditions** (if applicable—see instructions): The beneficial owner is claiming the provisions of Article and paragraph _____ of the treaty identified on line 9 above to claim a _____ % rate of withholding on (specify type of income): _____.

Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding: _____

Part III Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income or proceeds to which this form relates or am using this form to document myself for chapter 4 purposes;
- The person named on line 1 of this form is not a U.S. person;
- This form relates to:
 - (a) income not effectively connected with the conduct of a trade or business in the United States;
 - (b) income effectively connected with the conduct of a trade or business in the United States but is not subject to tax under an applicable income tax treaty;
 - (c) the partner's share of a partnership's effectively connected taxable income; or
 - (d) the partner's amount realized from the transfer of a partnership interest subject to withholding under section 1446(f);
- The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country; and
- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.

☐ I certify that I have the capacity to sign for the person identified on line 1 of this form.

Sign Here ►

Signature of beneficial owner (or individual authorized to sign for beneficial owner) Date (MM-DD-YYYY)

Print name of signer

For Paperwork Reduction Act Notice, see separate instructions. Cat. No. 25047Z Form **W-8BEN** (Rev. 10-2021)

The W-8BEN form is required by the US Internal Revenue Service to certify your status as a foreign individual, for tax purposes.

The following are Required:

Part I. # 1, 2 , 3, 8

Part III. Sign, Date, and Print Name

The following will only be needed if it applies to your case:

Part I. #4, 5, 6a, 6b, 7

Part II. If you worked inside the US *and* would like to benefit from a Tax Treaty.

For additional information about this form, consult the US Internal revenue Service website:

<https://www.irs.gov/pub/irs-pdf/iw8ben.pdf>

4. Submit payment request

Request Payment

Test 4 - Keough

PO#: P2127188 | Notre Dame

After you request payment and Candex verifies your banking information, Candex will invoice Buyer. Payment terms are 5 days from the date Candex invoices Buyer and Candex will pay you within 3 business days of receiving payment from Buyer.

Pay to

Jane Smith (France /USD) - Personal

x

edit

Add New

Account: Credit Agricole *****2606

Bill to:
Candex Solutions, Inc.
420 Lexington Ave, Ste 300
New York, NY 10170, US
TAX #: 45-2805653

Deliver to:
University of Notre Dame
IN, United States

Item (USD)	Amount	Tax	
Test 4 - Keough	100	Exempt	add detail
	up to 100		

Amount	100 USD
Tax	0
Total Invoice	100
Withholding	(30)
Net Due	70

Submit

Skip for now

In the “Pay to” box, you are now able to select the information you just entered.

If you selected your bank account is in a foreign currency but Notre Dame has requested to pay in USD, you will see a red alert about possible conversion fees that your bank may apply. If you have concerns, please discuss with your ND contact.

These blue boxes are automatically populated based on the information Notre Dame sent to Candex to initiate the payment. Payee just needs to click “Submit”.