

# PaymentWorks – Changing Legal Name

A Legal Name can be modified under Business Details. The information in this tab is private and only shared with customers who have connected with PaymentWorks. This is where your tax information is entered.

Access the PaymentWorks site at <https://www.paymentworks.com/accounts/login/> and login using your credentials.

1. From the Home page, click on the initials on the top right, then select “Company Profile”.

2. Click on “Business Details” from the menu on the left.

The screenshot shows the PaymentWorks Home page. On the left is a navigation menu with items: Home, Customers, Invoices, Remittances, News, and Messages. The main content area is titled 'Home' and shows a 'Customers' section with a table listing 'The University of Texas at El Paso'. Below this is a large blue button labeled 'Business Details' with a right-pointing arrow, which is highlighted with a red box and a circled '2'. To the right, a user profile dropdown menu is open, showing options: Company Profile (highlighted with a red box and a circled '1'), Manage Account, Logout, Help, Contact, Privacy, and Terms and Conditions. A black arrow points to the user initials 'JL' in the top right corner, which is also highlighted with a red box.

# Continued – Changing Legal Name

3. Click “**Edit**” then on the pop-up screen, modify the “**Business Legal Name**”.

**\*\*Note:** If any of these fields are altered under the Business Details option, the W-9 will be modified according to the changes.

4. Click the green “**Save**” button to finalize the changes.

The following private information is only shared with clients you have connected with on PaymentWorks

Legal Name: Sunny Roofing

Tax Country: United States of America

Business EIN (TIN): \*\*\*\*\*3 [show]

Business EIN (TIN) / Legal Name Validation: **VALID ✓**

Tax Classification:

D&B D-U-N-S Number:

Unique Entity Identifier:

**3**

Edit

The following private information is only shared with clients you have connected with on PaymentWorks

Are you an individual, sole proprietor or single-member LLC?  Yes  No

**Business Legal Name:** Sunny Roofing

Country of Incorporation or Organization: United States of America

EIN:

Confirm EIN:

Tax Classification: LLC taxed as C Corporation

*This can be found under section 3 of your W-9*

D&B D-U-N-S Number:

Unique Entity Identifier:

**4**

Cancel Save

➤ Your IRS validation status is available for your review. If you see green text stating “**VALID**”, your Legal Name and TIN combination was an accurate match with the IRS database. If you see red text stating “**INVALID**”, please review your Legal Name and TIN combination to ensure it was properly entered.

Business EIN (TIN) / Legal Name Validation: **VALID ✓**

Business EIN (TIN) / Legal Name Validation: **INVALID ✗**