

# PGA TOUR SUPPLIER ONBOARDING



## **Dear Supplier,**

Thank you for partnering with PGA TOUR! To assist us in reducing compensation time to you, reducing risk of fraudulent payments, and reducing the cost of doing business together, PGA TOUR is simplifying our payment strategy and requiring all new suppliers to complete the attached onboarding documentation.

## **Welcome!**

When submitting your onboarding documentation, **include a copy of IRS Form W-9**, complete with SSN or FEIN depending on tax classification, and the attached Supplier Registration Form. Make sure the information provided is approved by your organization, if applicable, and then our Accounts Payable team will validate your documentation and banking detail records. You should also contact your Billing or Accounts Receivable Department so they can anticipate a verification phone call from PGA TOUR to validate banking details.

PGA TOUR is no longer issuing paper checks as a payment type and is transitioning to electronic payments only. This will help with faster payments to you, as well as help reduce our global footprint of paper, while providing protection around your payment. Payment fraud is rising globally, specifically around check cashing and bank account changes, and PGA TOUR policies evolve with industry best practices that necessitate additional requirements to protect not only you, but PGA TOUR as well. We ask you to help us prevent fraudulent activity while allowing us to provide timely payments, financial protection, and payment satisfaction.

To ensure timely payment to you, we require these onboarding documents to be provided prior to you invoicing PGA TOUR. This allows PGA TOUR adequate time to take the appropriate steps and controls to safeguard your payment transaction. **Incomplete information on these forms can result in additional phone calls and emails with you, which can delay your payment.**

## **What payment types will be accepted and processed?**

PGA TOUR partners with several banking organizations to offer secure forms of payments:

- **AP Control Virtual Card** is a digital payment offered by Wells Fargo that provides a fast and secure link via email to your billing/merchant contact to process a merchant transaction, instead of using a physical plastic card or requiring a phone call. This AP Control transaction is a one-time use digital MasterCard payment for the specified amount and would be processed like any other credit card transaction. Multiple invoices can be included on one transaction. Transaction limits may apply depending on your merchant system.
- **ACH Payment** is a secure electronic bank-to-bank payment for our partners located in the USA, to transfer USD money from PGA TOUR to your provided bank.
- **International Bank Wire** is a payment option for our partners who are not located in the USA and require a payment to a USD account or in foreign currency. Wire fees may apply.

# PGA TOUR SUPPLIER ONBOARDING

Based upon your IRS Form W-9 information and tax classification, PGA TOUR may require different documents to complete your supplier registration. If you are located outside of the USA, there may be additional information we need for international bank transactions.

## **Corporations, Partnerships, LLC's:**

For these tax classifications, we require **two** documents:

1. The attached Supplier Registration Form confirming bank details with the authorized signatory's signature and contact details
2. Plus, one of the following:
  - Letter from the bank with the bank details (to include account name, bank name, bank routing numbers, account number, IBAN/Swift Code)
  - Cancelled/Voided Check.
  - Blank bank statement (screenshot of the top portion with bank information only)

## **Individuals or Sole Proprietors (Talent, Freelancers, Photographers and related)**

For this type of tax classification, we will require **one** of the following documents:

1. The attached Supplier Registration Form confirming bank details with the authorized signatory's signature and contact details
2. Letter from the bank with the bank details (to include account name, bank name, bank routing numbers, account number, IBAN/Swift Code)
3. Cancelled/Voided Check.
4. Blank bank statement (screenshot of the top portion with bank information only).

Once your supplier onboarding materials are complete, PGA TOUR requires invoices to be submitted electronically, as PDF attachments to [PGATOURAccountsPayable@pgatourhq.com](mailto:PGATOURAccountsPayable@pgatourhq.com). Any other format, including Excel spreadsheets or links/portals to download an invoice, will not be processed by our system, however additional formats are in development for the future. Each PDF attachment should be for one (1) invoice only. Do not include multiple invoices in your attachment. You will receive either 1) a confirmation email of success or 2) a return notice that the invoice was not submitted successfully. This email is not monitored, and inquiries should not be sent to this email.

PGA TOUR has specific requirements for your invoices based on the use of Purchase Orders. These requirements include the use of a PGA TOUR issued PO number, unit descriptions, unit cost, and delivery information. For questions regarding Purchase Order requirements, terms & conditions, and any additional specifications, please contact [POAdministration@pgatourhq.com](mailto:POAdministration@pgatourhq.com).

We appreciate your understanding as we implement further controls to protect both PGA TOUR and our Suppliers. If you have any questions, please contact PGA TOUR Accounts Payable via email at [APinquiry@pgatourhq.com](mailto:APinquiry@pgatourhq.com)

Thank you and we look forward to partnering with you,

PGA TOUR Accounts Payable  
904-285-3700

**Onboarding contact** - [APinquiry@pgatourhq.com](mailto:APinquiry@pgatourhq.com)

**Invoice Submission Only (unmonitored email)**- [PGATOURAccountsPayable@pgatourhq.com](mailto:PGATOURAccountsPayable@pgatourhq.com)

**Purchase Order assistance** - [POAdministration@pgatourhq.com](mailto:POAdministration@pgatourhq.com)

# SUPPLIER REGISTRATION FORM



## PGA TOUR, INC.

1 PGA TOUR BLVD  
 Ponte Vedra Beach FL 32082  
 904-285-3700

[APInquiry@pgatourhq.com](mailto:APInquiry@pgatourhq.com) FOR SUPPLIER INQUIRY ONLY

For invoice submission EMAIL only: [PGATOURACCOUNTSPAYABLE@PGATOURHQ.COM](mailto:PGATOURACCOUNTSPAYABLE@PGATOURHQ.COM) THIS EMAIL NOT MONITORED.

Invoice attachments should be in PDF or .DOCX format only. All other formats will not be accepted.

### COMPANY CONTACT

COMPANY NAME (As it appears on IRS Form W-9)		ACCOUNTS RECEIVABLE/FINANCIAL MAILING ADDRESS	
TAX ID NUMBER (FEIN/SSN)			
TELEPHONE			
FAX		COMPANYWEBSITE	
ACCOUNTS RECEIVABLE CONTACT NAME		BUSINESS POINT OF CONTACT NAME/TITLE	
ACCOUNTS RECEIVABLE EMAIL		BUSINESS CONTACT EMAIL	
ACCOUNTS RECEIVABLE PHONE		BUSINESS CONTACT PHONE	

### OVERVIEW

PRIMARY DETAILS OF SERVICES / GOODS			
TOUR STANDARD INVOICE PAYMENT TERMS	30 days from invoice date	PLEASE CHOOSE ACCEPTED PAYMENT TYPE	AP CONTROL preferred payment method resulting in faster payment
ADDITIONAL INFO			ACH Direct Deposit - See Info below
			International Wire (Fees apply)
PGA TOUR POINT OF CONTACT NAME			
PGA TOUR POINT OF CONTACT PHONE			

### BANKING INFORMATION

For verification, provide a bank letter with company name and direct bank contact

BANK NAME		BANK ADDRESS	
BANK ROUTING NUMBER			
ACCOUNT NUMBER			

### CERTIFICATION

I hereby affirm that all information supplied is true and accurate to the best of my knowledge and belief, and I understand that this information will be considered material in the evaluation of quotations, bids, and proposals. Notice must be given of any change in status impacting the information provided within ten (10) days of said change.

PRINTED NAME		TITLE	
SIGNATURE		DATE	

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ **Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.**

<b>Print or type.</b>	<b>See Specific Instructions on page 3.</b>	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC      <input type="checkbox"/> C Corporation      <input type="checkbox"/> S Corporation      <input type="checkbox"/> Partnership      <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
		<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <p><b>6</b> City, state, and ZIP code</p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
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<b>Employer identification number</b>									
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## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*