

# Google Workspace Referral Program

## Payment profile set-up guide



February 2021



Add Banking Details



## Add Banking Details

In the Partner Payment Profile ([pay.google.com](https://pay.google.com)), Partner Pam will need to confirm / enter banking details post signup.

In *Payments Profile* navigate to the *Subscriptions & Services* tab, then click **Manage** under the *Billing Account Label*.

The screenshot shows the 'Subscriptions & services' page in Google Workspace. The top navigation bar includes 'Subscriptions & services', 'Payment methods', 'Addresses', and 'Settings'. The 'Subscriptions & services' tab is highlighted with a red box and a red arrow. Below the navigation bar, the page title is 'Subscriptions and services'. There are two entries for 'Billing Account Label - Example - 1234', each with a Google 'G' logo and the text 'Paid monthly if the total is at least \$0.00 (your payout threshold)'. Under the first entry, the 'Manage' button is highlighted with a red box and a red arrow.



## Add Banking Details

In the *Billing Account Details* tab select **Add Payment Method** under the *How you get paid* section.

The screenshot displays the 'Subscriptions and services' page for a 'Billing Account Label - Example - 1234'. The navigation bar includes 'Subscriptions & services', 'Payment methods', 'Addresses', and 'Settings'. The main content area is divided into several sections:

- Your earnings:** Shows a balance of \$0.00. Below it, it states 'Paid monthly if the total is at least \$0.00 (your payout threshold)'.
- Transactions:** Indicates 'You don't have any transactions yet' and includes a 'View transactions' link.
- Settings:** Lists 'Billing Account Label - Example - 1234' and 'Example Organization', with a 'Manage settings' link at the bottom.
- How you get paid:** This section is highlighted with a red box. It contains a card with a plus sign icon and the text 'Add a payment method to receive your earnings'. Below this card, the 'Add payment method' button is also highlighted with a red box, and a red arrow points to it from the bottom right.




## Add Banking Details

Partner Pam will fill out the required bank details and select **Save** once complete.

*NOTE: The Bank Account currency must match Billing Account Currency*

Payment methods > Add payment method

### Add a payment method

 Add a bank account ▼

Bank account must be located in United States and in US Dollar currency.

Name on bank account ⓘ


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Account type ▼

Savings

Routing number

Account number



ROUTING # ACCOUNT #

By continuing, you agree that you have read and accepted the [Electronic Communications Policy](#).

**Save** Cancel



# Tax information & Wire transfer information



## Note to referrers in Canada

Once you have completed your Payment Profile, please enter your tax information by following these steps:

1. Sign in to the [payments profile](#).
2. Click **Settings**.
3. Find "Payments profile" then find "[your country] tax info" and click **Edit**.
4. To enter or edit your tax info, click **Add tax info** or **Update tax info**.
5. Answer the questions and click **Submit** to submit the Certificate of Foreign Status (W-8BEN) to the IRS from within your payments profile.
6. Click **Save**.

Note: This step is required by the U.S. to document your foreign status and claim any applicable treaty benefits.



**IMPORTANT NOTE:** If you are located outside of the United States, you may be subject to international wire transfer fees which will not be covered by Google.



# Existing Banking Details





## Existing Banking Details

If the Partner payments profile already exists and banking details have already been added, the information will be pre-populated but **the Bank Account must be designated as the Primary disbursement account for the new Billing Account.**

*To select existing Bank Detail, set as “Primary” or add a new Bank Details by clicking “Add Payment Method”*

The screenshot shows a user interface for managing payment methods. At the top, there are navigation tabs: "Send or request money", "Subscriptions & services" (which is selected), "Payment methods", "Addresses", and "Set". Below these, the breadcrumb path is "Subscriptions and services > Cloud Manual Seller - USD - Test - 3 > Payment methods".

The main content area displays a list of payment methods. The first method is a "Savings" account with a balance of "57" and the ID "VALID\_BANK\_ACCOUNT". It has a warning icon and the text "Verification pending". Below the account name is a dropdown menu currently set to "None", which is highlighted with a red box and a red arrow. To the right of the dropdown are "Remove" and "Verify" buttons. Below the dropdown, the text "Toggle to 'Primary'" is displayed in red.

To the right of the payment method list is a dashed box containing a blue link that says "+ Add payment me".

Thank You