

Google Workspace Referral Programme

Payment profile setup guide



February 2021

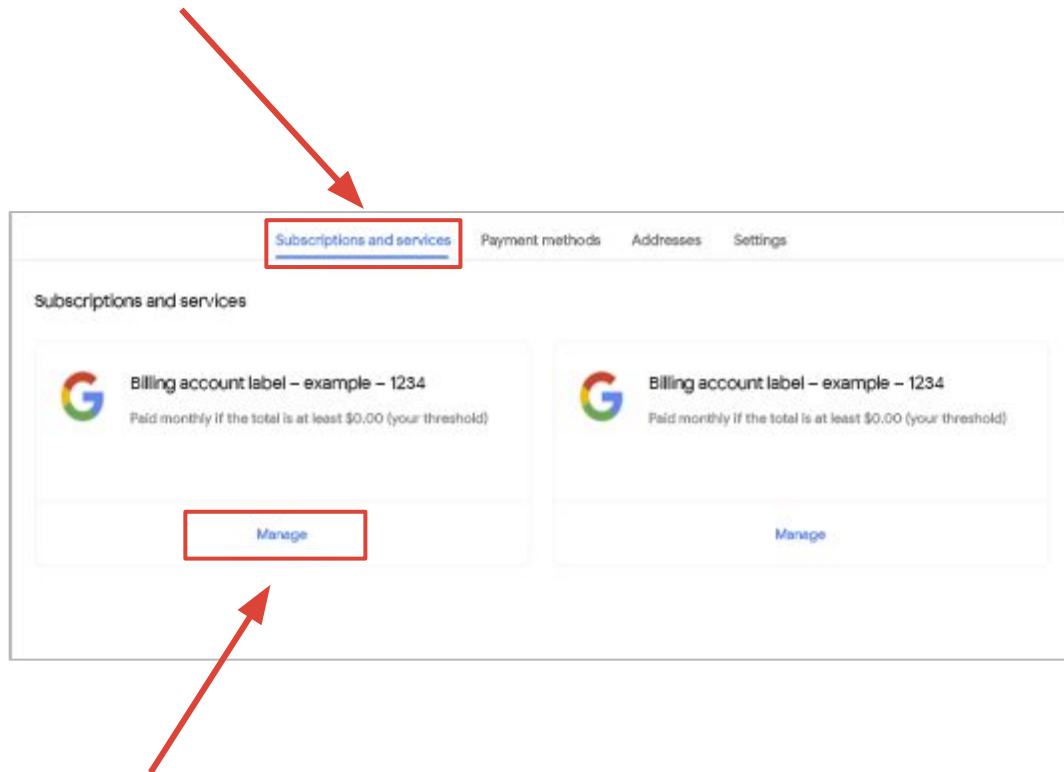
Add banking details



Add banking details

In the partner payment profile (pay.google.com), partner Pam will need to confirm/enter banking details post sign-up.

In *Payments profile* navigate to the *Subscriptions and services* tab, then click **Manage** under the *Billing account label*.





Add banking details

In the *Billing account details* tab, select **Add payment method** under the *How you get paid* section.

The screenshot shows the 'Subscriptions and services' page with the following sections:

- Subscriptions and services** > Billing account label – example – 1234
- Your earnings**: \$0.00. Paid monthly if the total is at least \$0.00 (your payout threshold).
- Transactions**: You don't have any transactions yet. View transactions.
- How you get paid**: Add a payment method to receive your earnings. **Add payment method** (highlighted with a red box and arrow).
- Settings**: Billing account label - example - 1234. Example organisation. Manage settings.





Add banking details

Partner Pam will fill in 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 the United States and be in US dollar currency.

Name on bank account 

Account type
Savings 

Routing number

Account number



By continuing, you agree that you have read and accepted the [electronic communications policy](#).

Save Cancel

Tax information & Wire transfer fees



Note to referrers with referrals in the Americas

If you are not in the United States, but you have [referrals](#) located in the **United States, Canada, Argentina, Brazil, Chile, Colombia, Mexico, or Peru**, you will need to enter your tax information.

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.

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 and services" (which is selected), "Payment methods", "Addresses", and "Set". Below this, the breadcrumb path is "Subscriptions and services > Cloud manual seller - USD - test - 3 > Payment methods". A card displays a bank account: "Savings ****57", "VALID BANK ACCOUNT", and a warning icon with "Verification pending". Below the account name is a dropdown menu currently set to "None", which is highlighted by a red arrow and a red box. Below the dropdown, the text "Toggle to 'Primary'" is visible. To the right of the dropdown are "Remove" and "Verify" buttons. On the far right, there is a dashed box containing a blue link that says "+ Add payment me".

Thank you