Google Workspace



# Google Workspace Referral Programme

## Payment profile setup guide

February 2021

# Add banking details

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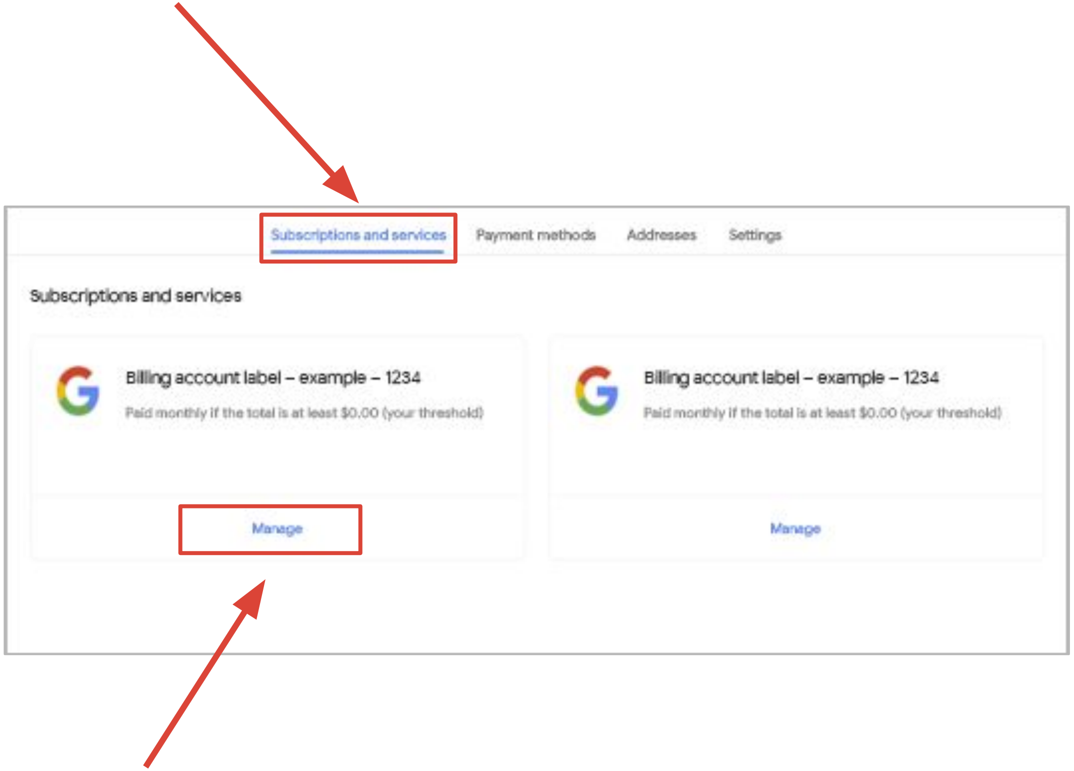
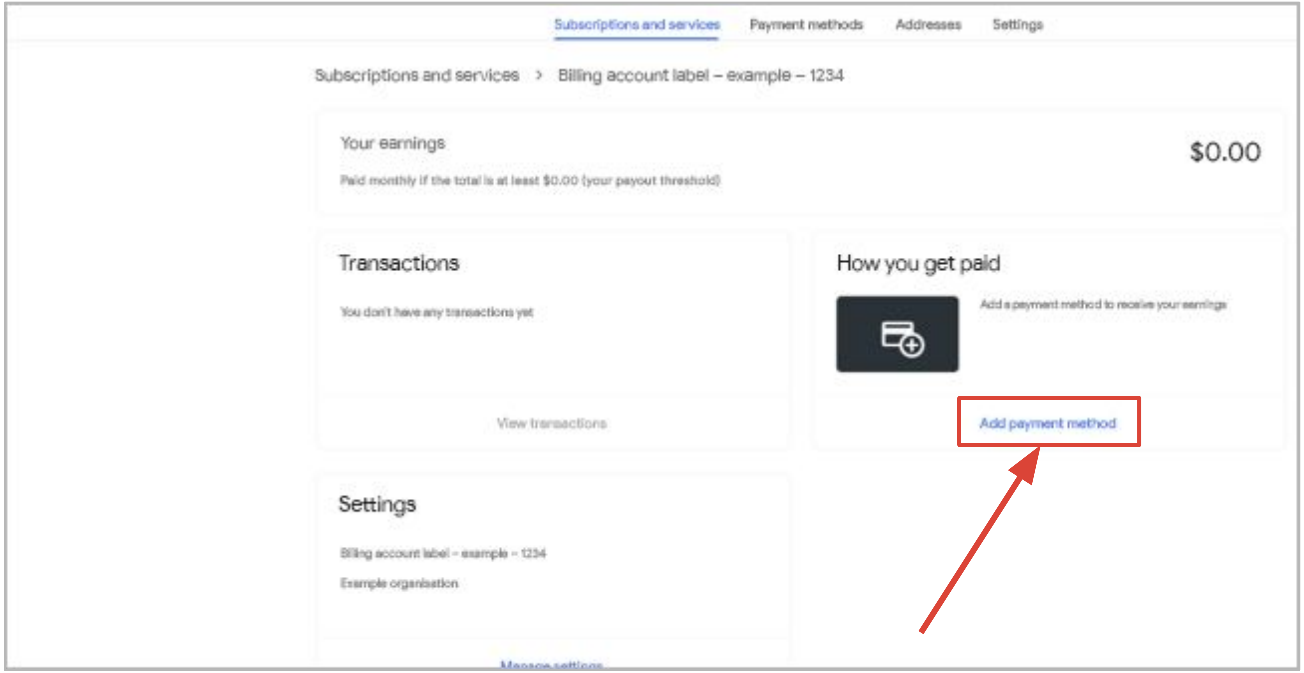
In the partner payment profile *(pay.google.com)*, partner Pam will need to confirm/enter banking details post sign-up.

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



# Add banking details

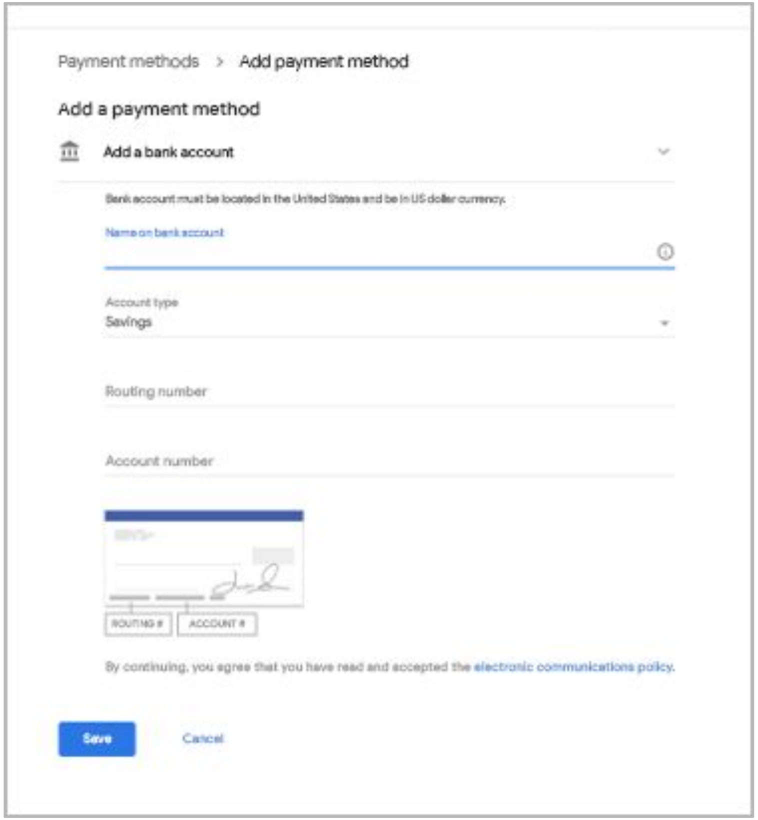
In the *Billing account details* tab, select ***Add payment method*** under the *How you get paid* section.



# 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*



# 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

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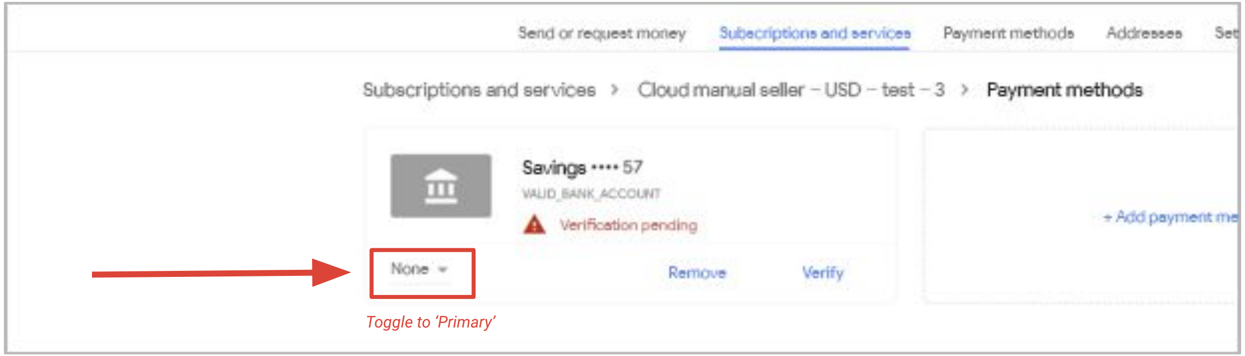
If the Partner payments profile already exists and banking details have already been added, the information will be pre-populated, but **the bank account must be designated as the primary disbursement account for the new billing account.**

*To select existing bank detail, set as ‘Primary’ or add a new bank details by clicking ‘Add payment method’*



# Thank you