

# Google Workspace Referral Programme

## Payment profile setup guide



February 2021

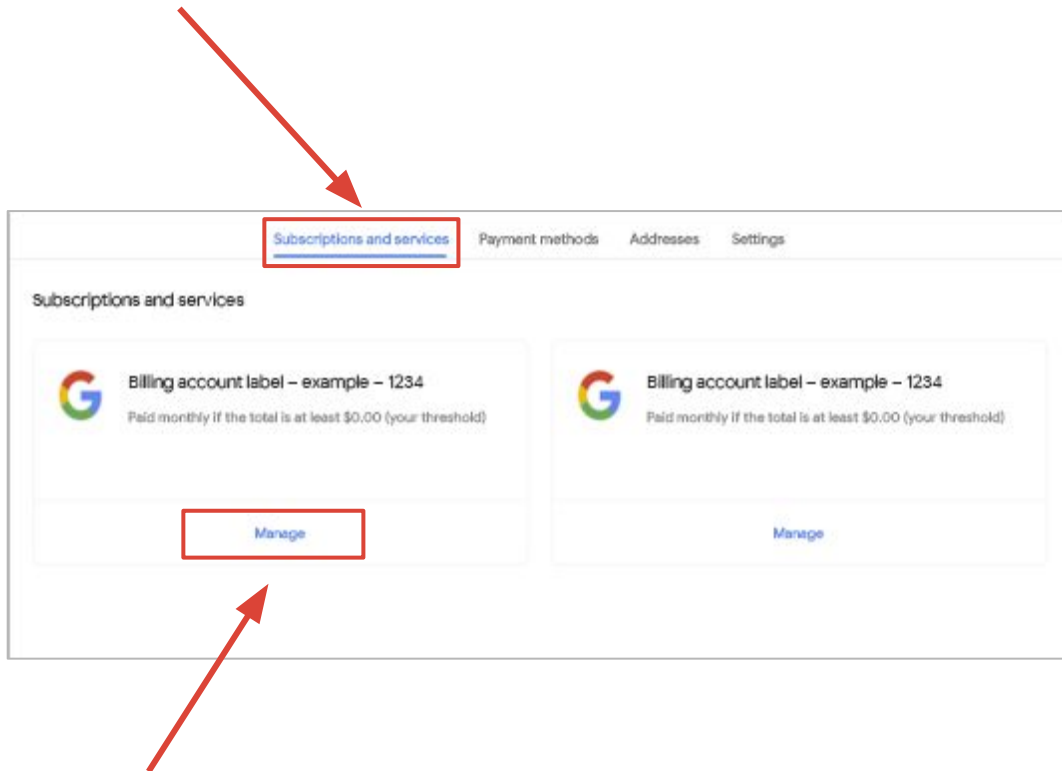
# Add banking details



## 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 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



ROUTING # ACCOUNT #

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". The main content area displays a list of payment methods. One method is visible: "Savings \*\*\*\* 57" with a bank icon, the text "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 is the text "Toggle to 'Primary'". 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