

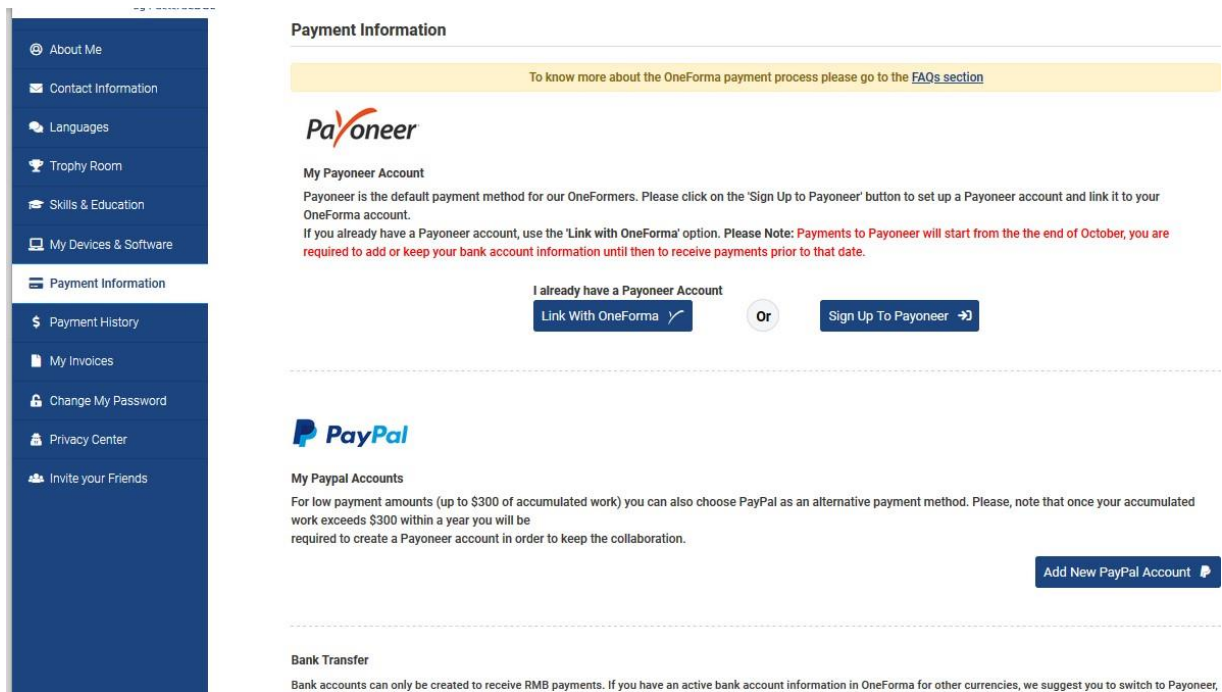
PAYMENT GUIDELINES FOR INDEPENDENT COLLABORATORS

LEARN HOW PAYMENTS WORK IN ONEFORMA PLATFORM

HOW CAN I UPLOAD MY PAYMENT DETAILS INTO ONEFORMA?

Please Access your profile from: <https://my.oneforma.com>

Go to “MY PROFILE” on the top menu. Once you click there, you will see Payment Information section on the left side menu:



Payment Information

To know more about the OneForma payment process please go to the [FAQs section](#)

Payoneer

My Payoneer Account

Payoneer is the default payment method for our OneFormers. Please click on the 'Sign Up to Payoneer' button to set up a Payoneer account and link it to your OneForma account.

If you already have a Payoneer account, use the 'Link with OneForma' option. **Please Note: Payments to Payoneer will start from the end of October, you are required to add or keep your bank account information until then to receive payments prior to that date.**

I already have a Payoneer Account

[Link With OneForma](#) Or [Sign Up To Payoneer](#)

PayPal

My Paypal Accounts

For low payment amounts (up to \$300 of accumulated work) you can also choose PayPal as an alternative payment method. Please, note that once your accumulated work exceeds \$300 within a year you will be required to create a Payoneer account in order to keep the collaboration.

[Add New PayPal Account](#)

Bank Transfer

Bank accounts can only be created to receive RMB payments. If you have an active bank account information in OneForma for other currencies, we suggest you to switch to Payoneer,

Payoneer is our preferred payment method. For more information on how to set up an account with Payoneer, please visit https://my.oneforma.com/UserPortal/setting_up_payoneer.pdf

For small payments, less than \$300 accumulated in a natural year (January - December), you can select **PayPal** as an alternative.

Please make sure all the information is accurate (no typos, etc.), otherwise your payment will be returned to us with fees and we should charge those fees back to you in further payments if the mistake was caused from your side.

IMPORTANT! Please note that the minimum amount of earnings per payment cycle that can be transferred via Payoneer or PayPal is 10 USD. If your payment amount does not reach 10USD, we will accumulate the amount until you reach the minimum to transfer the amount. If after three months you still have not reached the amount of 10 USD, we will transfer the amount the following month, which will be 4th months after the initial payment cycle.

WHEN WILL I RECEIVE THE PAYMENT?

Our payment cycles do not match natural months but run from the 26th of the previous month until the 25th of the current month. For example, the July payment cycle runs from 26st of June until 25th of July. All the work that has been completed and delivered within that period will be processed as part of the July payment cycle.

Please make sure your payment information is completed and updated before the end of each payment cycle (25th of current month). If your payment info is not completed, the payment will be blocked.

You should receive the payment around the **10th - 20th** of the following month. Occasionally, due to some holidays or issues out of our control, there might be some delay. In case you are not receiving your payment several days later, please send an email to payment.support@oneforma.com

For example, for all the tasks you complete and deliver between the 26th of June and the 25th of July, you will receive the money around August 10th-20th. For all tasks completed between the 26th of July and the 25th of August, you will receive the money around September 10th -20th and so on.

IN WHICH CURRENCY CAN I BE PAID?

For residents in the People's Republic of China, payments are released in RMB. For all other geographies, payments are released in USD.

In Payoneer you can select to withdraw the money in a number of local currencies. Check Payoneer website for more information on the available currencies.

DO I NEED TO PAY ANY FEES OR TAXES?

Centific does not charge any fees or withdraw any taxes from your earnings. The amount issued for payment is exactly the same amount as it will appear in your record in OneForma. Please check PayPal or Payoneer website for more details about their transfer fees. Also remember that, as an independent collaborator, no matter where you live, you are responsible for reporting any earnings as required by your local laws and paying taxes accordingly.

<https://www.payoneer.com/about/fees/>

WHEN AND WHY DO I NEED TO SIGN W-8/W-9 FORMS?

W-8/W-9 forms are required by the US Department of Treasury for payments issued from the U.S.A. Use the W-8 Form if you are not a U.S. resident and use the W-9 form if you are a U.S. resident.

We do not require W-8/W-9 forms for accumulated payments under USD 300. However, once you exceed that amount the forms will be required. The Payoneer Team will validate that the W-8 or W-9 forms are available and completed correctly, they will contact you in case of issues. If you have more questions about how to fill in this form, you can contact Payoneer Team here: [https://payoneer.custhelp.com/app/Contact us](https://payoneer.custhelp.com/app/Contact_us)

WHERE CAN I SEE THE PAYMENT AMOUNTS?

You will be able to find that in your profile, in the payments section in OneForma. Please note that our PMs usually update the payment information at the beginning of each month for the previous month, so don't worry if you can't immediately see how much you've earned, as this is normal. If you still can't see the balance by the 12th of any given month, feel free to follow up directly with the Project Manager you have been in touch with for that specific project.

Questions? Please send an email to payment.support@oneforma.com

Thank you for working with us!

OneForma team

By Centific