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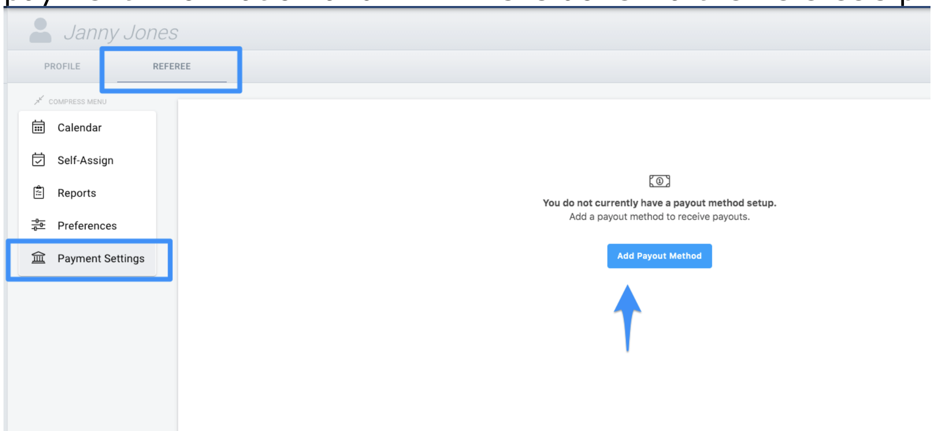
How does a referee set up tax information for payouts, update, and view status?

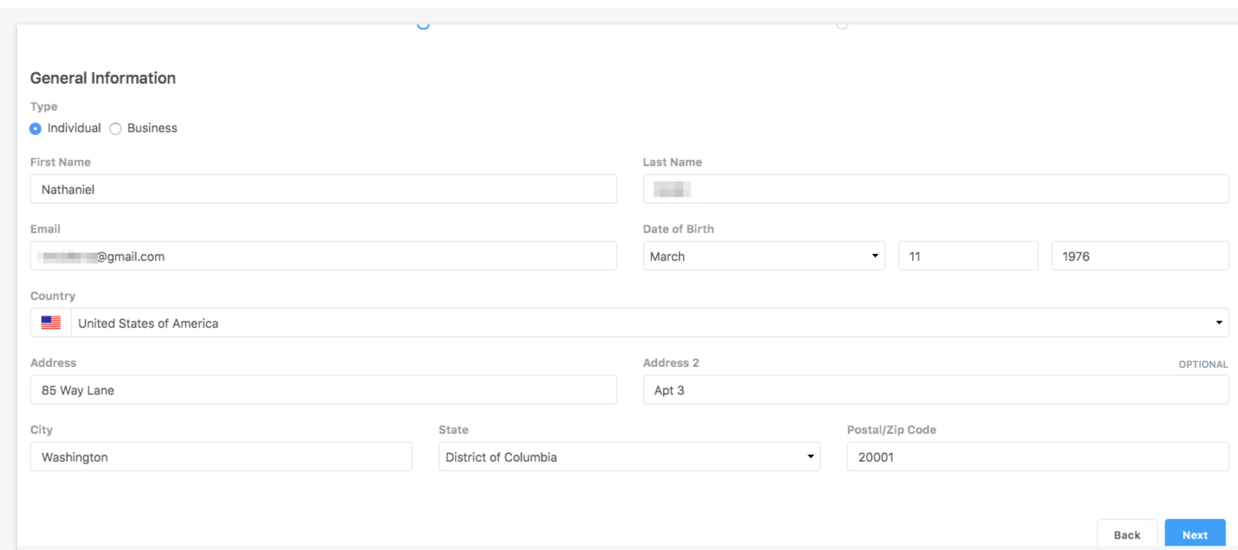
Referee Bank and Tax Information Setup

Referees that want/need to be paid via ACH for their assignments will need to fill out their payment information and W2. This is done via the Referee's profile page > Payment Settings.

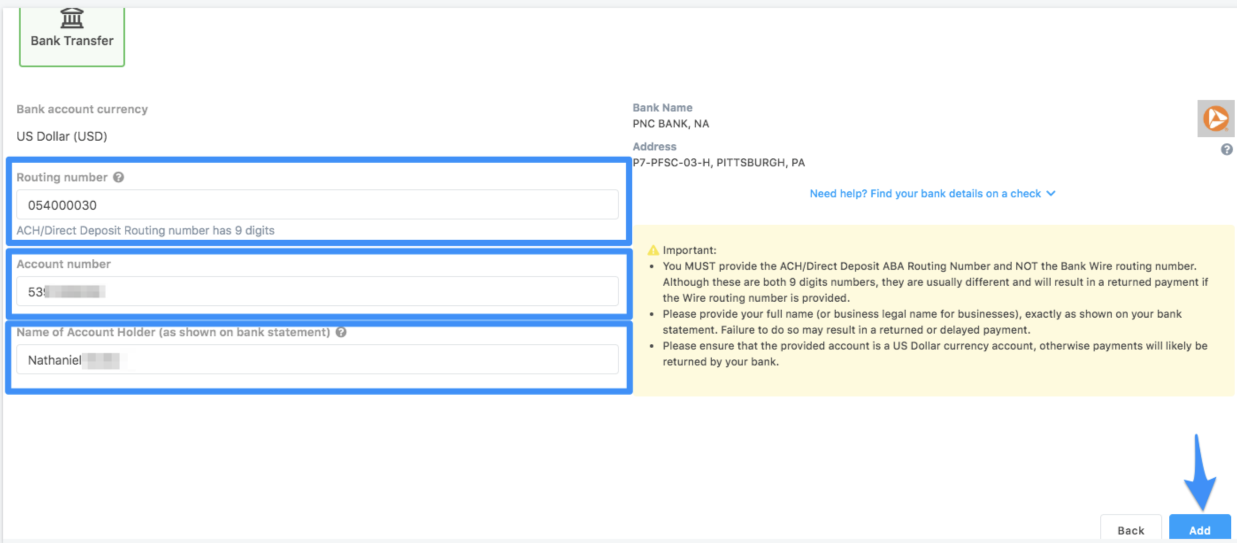


Entering Bank Information

The Referee must click the Add Payout Method to get started and fill out their Profile Information and Click Next.

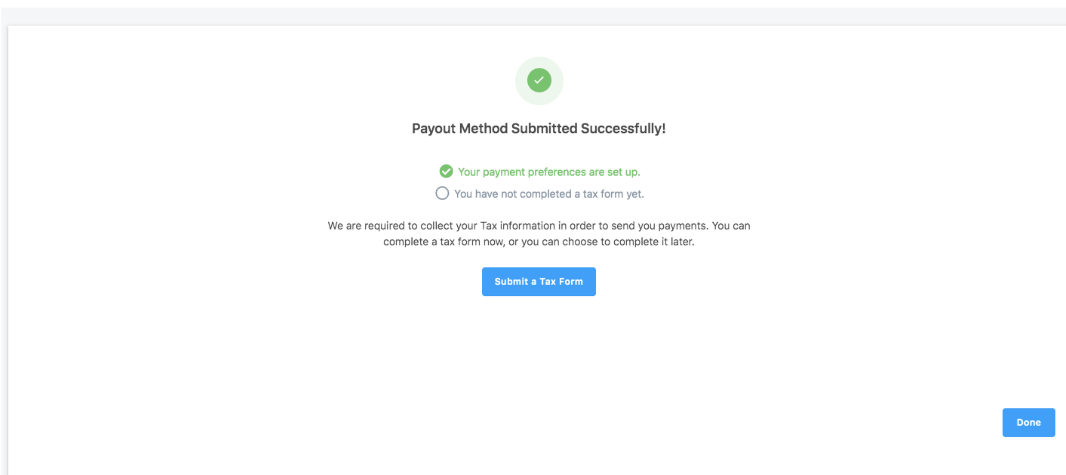


The Referee must then add their banking details: Account Routing and Checking Number and Name on the Account and click Add. This information is not stored by Demosphere. It is stored by our payout provider, Payment Rails. [Payment Rails stores account information securely.]

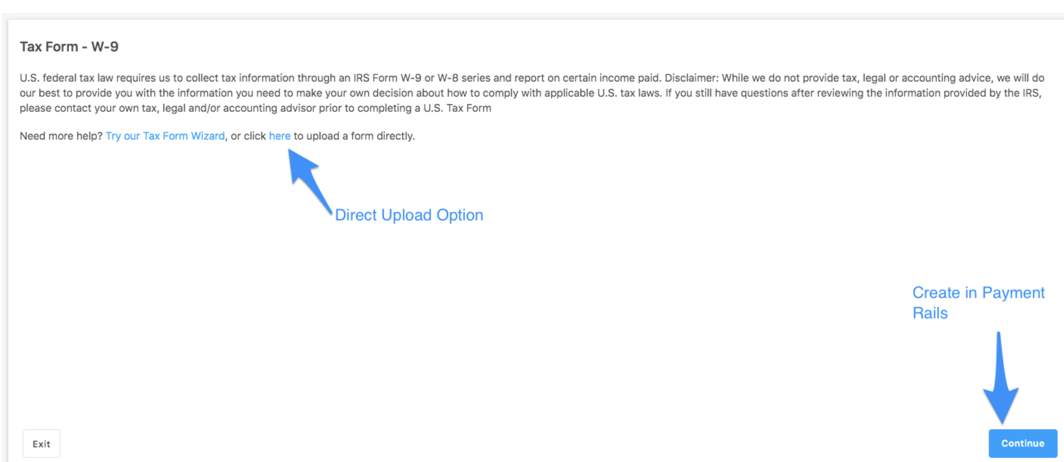


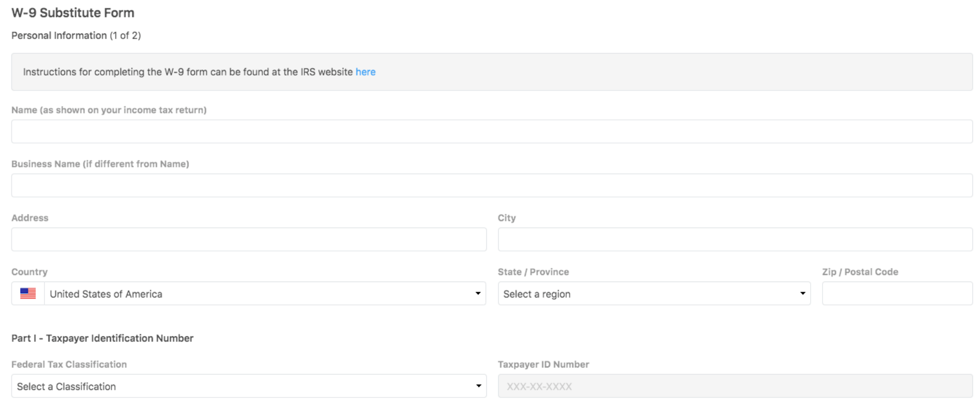
Entering Tax Information

The Referee must complete their US tax form by clicking the Submit a Tax Form button.

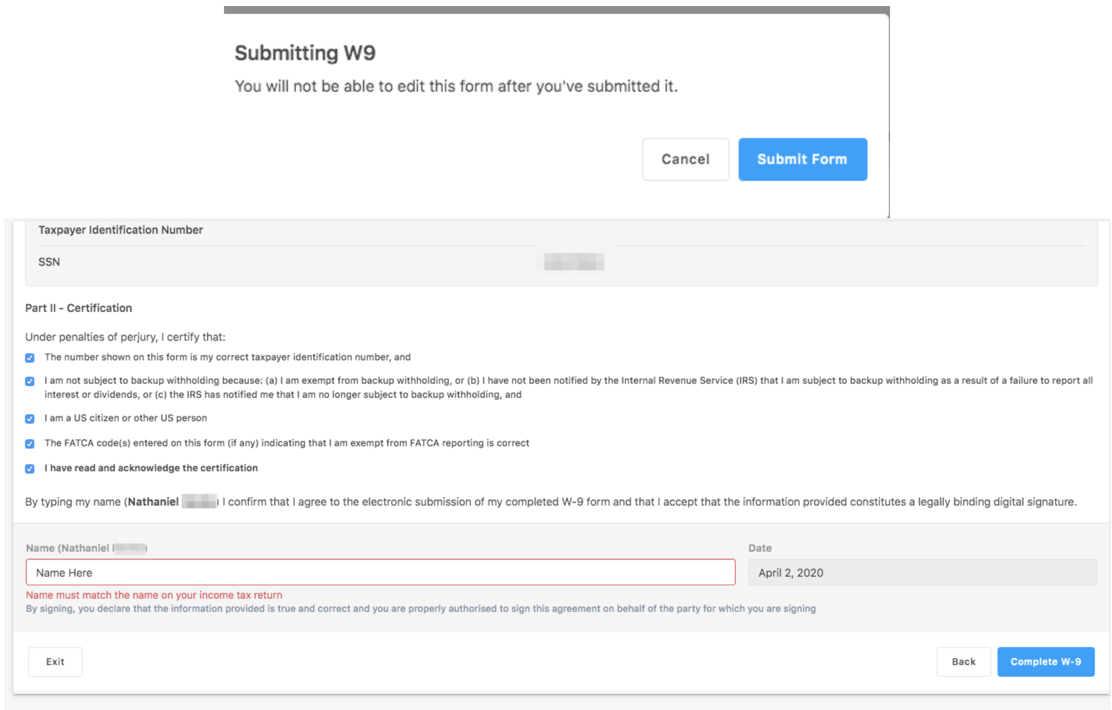


Tax Forms can be submitted through the Payment Rails interface by clicking the Continue button or uploaded directly using the upload option in the disclaimer.





If using the Payment Rails interface, the Referee must fill out all required fields and validate the information on the second page which serves as the certification and signature step.



Once all information has been entered, clicking the Complete W-9 button will warn the user that edits may not be made after the submission is requested. If corrections are required, the referee can submit a new form.

The successful submission begins the account verification and validation process handled by Payment Rails. During this process, Payment Rails will:

- Validate the supplied banking information
  - Account holder name is searched against the AML (Anti Money Laundering) watch lists: OFAC, FBI, SDN and others
  - Routing Numbers are validated using ABA Routing Number validation and Account Numbers based on length (format)
- Validate the Tax ID and check it against their compliance requirements.
  - Tax IDs are validated against the IRS Tax Database to ensure that the name and Tax ID provided by the Referee is accurate.

Once the compliance checks are completed successfully, the Referee's Payout Method will be marked as Active and the Tax Form will be marked as Reviewed. This signifies that the Referee is now payable.

Revising Bank or Tax Information

If the provided bank/tax information needs to be edited or corrected, Referees can access their details in the Payment Settings view.

They have the option to:

- Continue progress on filling out incomplete information
- Enter or revise bank details
- Enter a new tax form (no edits on submitted forms are allowed)
- Check the status of their submitted details

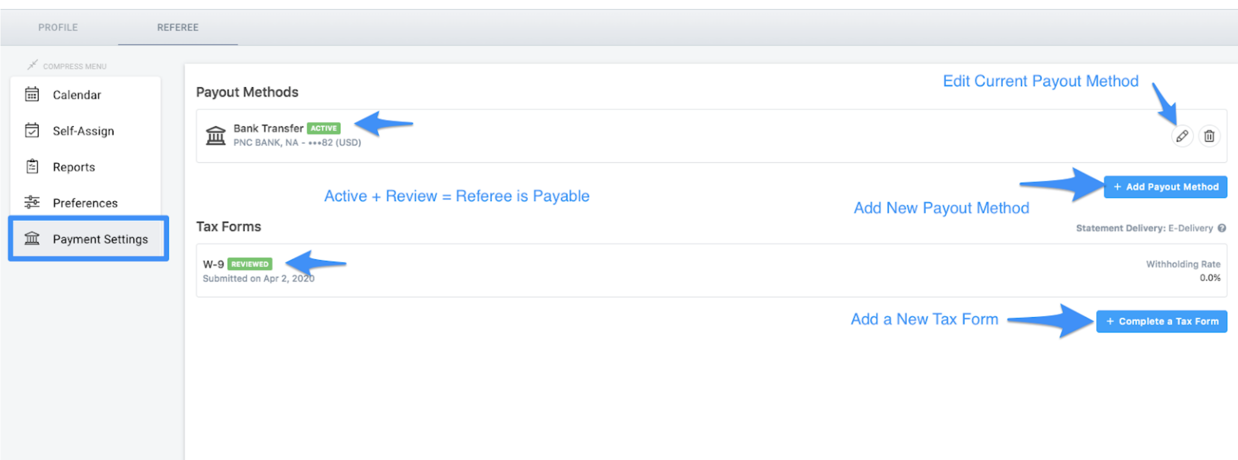
Bank and Tax Information Statuses

The verification and validation of Bank and Tax information is all handled by Payment Rails and occurs in a matter of minutes. The status is returned in the Payment Settings view.

- If there are no issues with any of the Bank Information or Tax Information provided, the button next to the Bank Transfer and Tax Forms will be flagged in green.

- If there is an issue with any of the Bank Information or Tax Information provided, the button next to the Bank Transfer and Tax Forms will be flagged in yellow with an inactive status. This signifies that the Referee must re-submit the data provided. Referees must check this view manually.

- At any time, a person may quit the process and pick it back up where they last saved their progress.



Related Attachments
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