


# Infomedia Freelance Payment Guidelines (1099)

## Provide Your Required Tax Documentation

Before we can pay you for freelance work, you'll need to submit a completed **W-9 form**.

- You can [download the W-9 form online](#).
  - If needed, our [accounting team](#) can assist with completion.
  -  [Submit your W-9 through our secure form at infomedia.com/freelance](#)
  - **Incomplete or missing W-9s may delay your payment.**
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## Set Up Direct Deposit

Infomedia prefers to process freelance payments through **Bill.com**. This platform allows us to deposit payments directly into your checking account. We do not offer any other direct deposit methods. To receive payment:

- [Set up a free account at Bill.com](#). If you already have an account, please make sure it's up to date with your bank/payment information.
- Email [payments@infomedia.com](mailto:payments@infomedia.com) to confirm your account is ready.

### Prefer to be paid by check?

If you prefer to be paid by check instead, please notify us **before starting work**. We'll mail your check by the invoice due date, but delivery times may vary and are not guaranteed.

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## Invoicing & Payment Terms

To get paid, you must submit a formal invoice. Assignment completion alone does not qualify.

- Ensure all work is complete and meets agreed standards.
  - Send invoices to [payments@infomedia.com](mailto:payments@infomedia.com) once the project is completed and delivered.
  - If deliverables are incomplete or don't meet expectations, payment may be withheld.
  - Infomedia processes invoices on a **Net 60 basis**, which means payment is due **60 days** from the date the invoice is received and approved.
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## Installment Payments

In some cases, **payments may be issued in installments.**

- You may receive a partial payment before your full invoice is due.
  - The remainder of your balance will still be paid within the Net 60 window.
  - Please wait until the full payment timeline has passed before reaching out about a remaining balance.
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## Need Help?

If you have any questions about payments, including payment timelines, invoice status, W-9 forms, or [Bill.com](#) setup, please contact our accounting team directly at [payments@infomedia.com](mailto:payments@infomedia.com).

Please do not reach out to your project manager or the person who assigned your work with payment questions. Our accounting team is best equipped to help you quickly and accurately.