

Freelance Payment Guidelines 1099 (External)

We prefer to pay through Bill.com. You'll need to set up your own account and contact payments@infomedia.com to let us know you're set up. Bill.com will allow the payments to be added directly to your checking account. We do not offer methods of direct deposit other than Bill.com. If you prefer to be paid by check instead, let us know before starting work, and we can send you a check. We can only ensure check is mailed by invoice date, not that you will receive it by that date.

We will need you to fill out a 1099 in order to receive your first payment from Infomedia. You can obtain the form online and work with our accounting department to fill it out if necessary. Not turning in a completed 1099 may prevent your invoice from being paid on time. Please upload your completed 1099 through the secure form at infomedia.com/freelance.

Payments

Payments are made based on invoices; an assignment, or completion of an assignment, will not qualify as an invoice, so please be sure to invoice separately. Please send invoices to payments@infomedia.com. If assignment is not completed or is not up to the standards agreed to at assignment, payment (including downpayment) may be withheld.

Balance: Please invoice for the balance of the project when it is completed and turned in. Balance invoices may be invoiced as payable in not less than 45 days.

We may pay in installments. The total amount will still be due according to the guidelines above, but you may see a smaller payment (or payments) come in earlier. Please allow the full time until the final due date to let us know about a smaller payment — in most cases, you'll receive the balance by the time the total invoice is due.