

Partner Payment Setup

First Steps

Upon creating a new parent CID, the following 3 tasks must be completed and consistent in order for a partner to receive their commissions

- 1) Tax form
- 2) EFT form
- 3) Affiliate name and address must be consistent across forms and affiliate center

1.) Tax Information

Most EMEA affiliates will fill out a W-8BEN form, unless they are a US citizen or US resident in which they'll fill out a W-9 form.

Steps to access tax form

1. Sign into the affiliate center with Parent CID
2. Click on *Account > Tax Forms*
3. Select *I am neither a U.S. citizen or U.S. resident alien* to access the W-8Ben form

See appendix for detailed instructions regarding how a partner should fill out the W-8Ben form

2.) EFT (electronic funds transfer) form

Affiliates can receive commission payments direct to their bank accounts in one of 23 supported currencies:

United Arab Emirates Dirham, Australian Dollar, Canadian Dollar, Swiss Franc, Czech Koruna, Danish Krone, Euro, Great Britain Pound Sterling, Hong Kong Dollar, Rupiah, Indian Rupee, Japanese Yen, Kuwaiti Dinar, Mexican Peso, Norwegian Kroner, New Zealand Dollar, Philippine Peso, Saudi Arabian Riyal, Swedish Krona, Singapore Dollar, Thai Baht, United States Dollar, South African Rand

Steps to access EFT form

1. Click on the following link <http://www.expediaaffiliate.com/electronic-funds-transfers>
2. Select *Download the latest EFT form*.
3. Have partner complete the form in full, sign, and email back to you or fax to accounting (417) 520-1159
4. Please ensure that your partner provides typed out responses as these are best for accounting to process

See appendix for detailed instructions regarding how a partner should fill out the EFT form

3.) Affiliate Name and Address

Affiliate must ensure that their check payable name and address are up to date and consistent with their EFT information

Steps to access affiliate profile information

1. Sign into the affiliate center with Parent CID
2. Click on *Account > Profile*
3. Review *Check Payable* field and all *Address* fields to ensure they are correct and match EFT and tax information on file
4. If either field needs updating, the affiliate must then re-submit an updated EFT form

Appendix

How to complete the W8 tax form (11 sections)



Form W-8BEN (Rev. December 2000) Department of the Treasury Internal Revenue Service	Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding ▶ Section references are to the Internal Revenue Code. ▶ See separate instructions. ▶ Give this form to the withholding agent or payer. Do not send to the IRS.	OMB No. 1545-1621
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Do not use this form for:

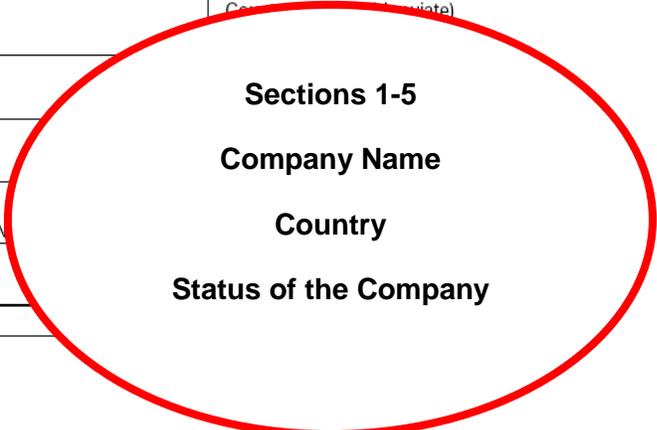
- A U.S. citizen or other U.S. person, including a resident alien individual W-9
- A person claiming an exemption from U.S. withholding on income effectively connected with the conduct of a trade or business in the United States. W-8ECI
- A foreign partnership, a foreign simple trust, or a foreign grantor trust (see instructions for exceptions) W-8ECI or W-8IMY
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession that received effectively connected income or that is claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) (see instructions) W-8ECI or W-8EXP

Note: These entities should use Form W-8BEN if they are claiming treaty benefits or are providing the form only to claim they are a foreign person exempt from backup withholding.

- A person acting as an intermediary W-8IMY

Note: See instructions for additional exceptions.

Part I Identification of Beneficial Owner (See instructions.)	
1 Name of individual or organization that is the beneficial owner	2 Country of incorporation or organization
3 Type of beneficial owner: <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Disregarded entity <input type="checkbox"/> Partnership <input type="checkbox"/> Simple trust <input type="checkbox"/> Grantor trust <input type="checkbox"/> Complex trust <input type="checkbox"/> Estate <input type="checkbox"/> Government <input checked="" type="checkbox"/> International organization <input type="checkbox"/> Central bank of issue <input type="checkbox"/> Tax-exempt organization <input type="checkbox"/> Private foundation	
4 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address.	
City or town, state or province. Include postal code where appropriate.	
5 Mailing address (if different from above)	
City or town, state or province. Include postal code where appropriate.	
6 U.S. taxpayer identification number, if required (see instructions) <input type="checkbox"/> SSN or ITIN <input type="checkbox"/> EIN	
8 Reference number(s) (see instructions)	



Part II Claim of Tax Treaty Benefits (if applicable)

Company tax number VAT

City or town, state or province. Include postal code where appropriate.		Country (do not abbreviate)
6 U.S. taxpayer identification number, if required (see instructions)	<input type="checkbox"/> SSN or ITIN <input type="checkbox"/> EIN	7 Foreign tax identifying number, if any (optional)
8 Reference number(s) (see instructions)		

Part II Claim of Tax Treaty Benefits (if applicable)

9 I certify that (check all that apply):

- a The beneficial owner is a resident of within the meaning of the income tax treaty between the United States and that country.
- b If required, the U.S. taxpayer identification number is stated on line 6 (see instructions).
- c The beneficial owner is not an individual, derives the item (or items) of income for which the treaty benefits are claimed, and, if applicable, meets the requirements of the treaty provision dealing with limitation on benefits (see instructions).
- d The beneficial owner is not an individual, is claiming treaty benefits for dividends received from a foreign corporation or interest from a U.S. trade or business of a foreign corporation, and meets qualified resident status requirements.
- e The beneficial owner is related to the person obligated to pay the income tax (see instructions (b)), and will file Form 8833 if the amount subject to withholding received during a calendar year exceeds \$10,000.

10 Special rates and conditions (if applicable—see instructions): The beneficial owner is claiming a% rate of tax under the treaty identified on line 9a above to claim a% rate of tax under the U.S. tax law. Explain the reasons the beneficial owner meets the terms of the treaty:

Identification of your company

Section 9 - Tick a, precise the country

Ignore section 10

Part III Notional Principal Contracts

11 I have provided or will provide a statement that identifies the person or persons connected with the conduct of a trade or business in the United States.

Part IV Certification

Under penalties of perjury, I declare that I have examined the information on this form and I further certify under penalties of perjury that:

- I am the beneficial owner (or am authorized to sign for the beneficial owner) of the income.
- The beneficial owner is not a U.S. person.
- The income to which this form relates is not effectively connected with the conduct of a trade or business in the United States, and is not subject to tax under an income tax treaty, and
- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person.

Furthermore, I authorize this form to be provided to any withholding agent that has control of any withholding agent that can disburse or make payments of the income of which I am the beneficial owner or

Sign Here Signature of beneficial owner or individual authorized to sign for beneficial owner Capacity in which acting

Sign and date the form

How to complete the EFT form

Key fields to note

- 1) Ensure the address in the Affiliate Information section (line 13) of the EFT exactly matches the address listed on your Profile page in the Affiliate Center
- 2) Ensure the Account Holder's Name (cell B29) on the EFT exactly matches the Check Payable field on your Profile page in the Affiliate Center.
- 3) If affiliate wants to be paid in currency **other than USD**, ensure they indicate this in the Payment Currency field (cell A23)

AFFILIATE INFORMATION		
AFFILIATE NAME		PARENT CID #
Address ¹		
City	Country/State	Postal Code
Receive Remittance Electronically ² (Check one) <input type="checkbox"/> YES <input type="checkbox"/> NO		
If YES above, provide Email Address:		
BANK INFORMATION		
	Final Bank	Correspondent Bank (if applicable)
Payment Currency (if not completed, will default to USD)		
Bank Name		
Bank Address		
Bank City		
Bank State/Province		
Bank Country		
Account Holder's Name ²		
ABA Routing Number (9 digits)		
Bank SWIFT Code (8 or 11 characters)		
Bank Account Number (e.g., if applicable: IBAN/CLABE)		
Please complete the necessary information: (based on the Final Bank location)		
Bank ID		
Bank Branch ID		

API Account Merchar

Account Management

Change your contact information.

*Required Information

Contact Information

*Company

*Check Payable

*Contact Name

*Email

*Phone

*Fax

*Address

*City

*State

Select a State/Province

*Zip / Postal Code

*Country

United Kingdom