



ONErpm GUIDE FOR CLIENTS

TIPALTI - ADDITIONAL PAYMENT METHOD



try / learn / share



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Introduction





INTRODUCTION

The New Payment System for our artist

Tipalti is a global remittance company that provides a comprehensive system of payments. This new service will allow you to **transfer your royalties** directly to your bank account (wire transfer) or receive an e-check, track your payouts with ease, and receive them faster.

Remember: Tipalti is a new additional method and, if you are comfortable with previous methods of payments you can continue to use them. The minimum amount to use Tipalti is US\$ 200 (two hundred US dollars).



INTRODUCTION

In order to withdraw your USD funds from your account with Tipalti, you will need to set up an account and enter your payment details.

- Click on the button Setup Tipalti Account

There are steps that you need to setup your account:

- Contact Information
- Payment Method
- Tax information

After you set up your account, the information will be saved automatically in the system for future payments.

Please Note: if you need help filling the information or face any issues, Tipalti will be providing support during the setup process. If you have any questions, please email supplieronboarding@tipalti.com.

How It Works

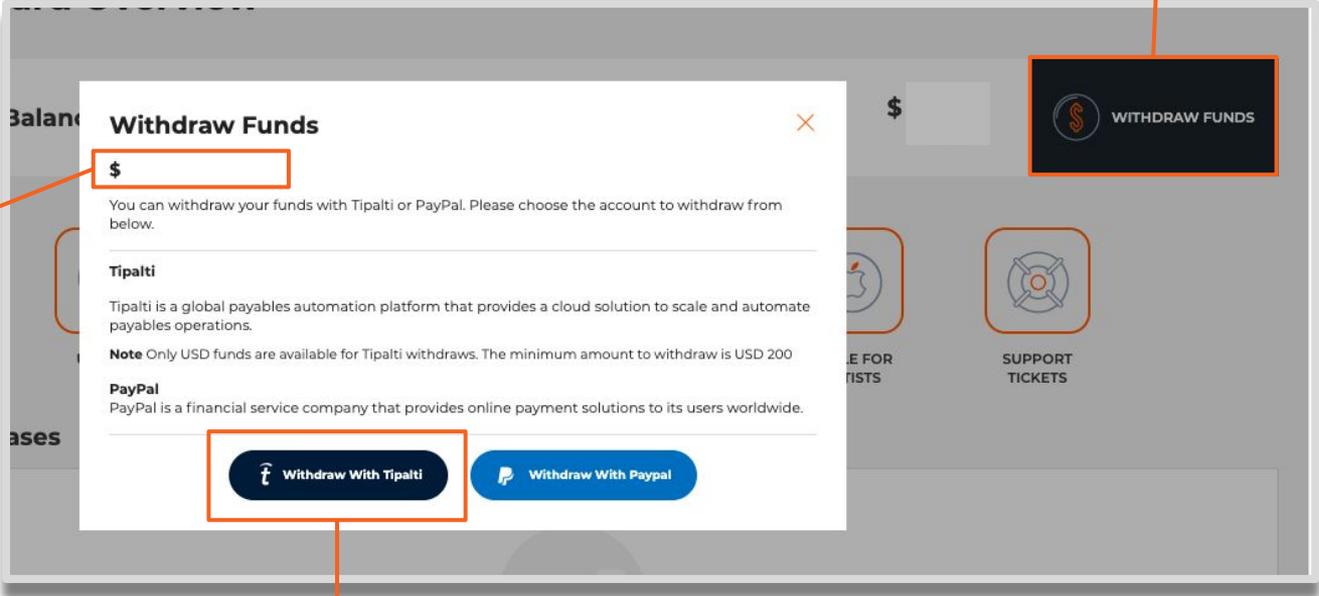




HOW IT WORKS

Overview

Available currencies



Click Withdraw Funds

Choose Withdraw with Tipalti



HOW IT WORKS

Overview

Withdraw Funds ✕

\$

Tipalti is a payment method that allows you to receive payments from ONErpm directly to your bank account (wire transfer) or by receiving an e-check. In order to withdraw your USD funds from Tipalti, you will need to set up an account and enter your payment details.

1. **SETUP TIPALTI ACCOUNT**

Withdraw Funds ✕

\$

Tipalti is a payment method that allows you to receive USD payments from ONErpm directly to your bank account (wire transfer) or receiving an e-check.

Your payment may be in transit between the Tipalti and your Bank. To see more details about it, you can check the Tipalti Payment History

Your current Tipalti payment method: eCheck/

2. **EDIT ACCOUNT SETTINGS** 3. **PAYMENT HISTORY** 4. **WITHDRAW FUNDS**

1. Click in Set-up Tipalti
2. You can edit your Tipalti's account information;
3. You can check all your previous payments;
4. The portal that you can withdraw your royalties.

Name of the bank account

***Note:** The minimum amount to withdraw with Tipalti is USD 200 (two hundred dollars).



HOW IT WORKS

Withdraw Overview

Withdraw Funds



Insufficient funds

You have insufficient funds to withdraw with Tipalti.
The minimum amount to withdraw your funds is USD 200
Only USD funds are available for Tipalti withdraws.

Your account balance: \$ 11.50

If the balance of your ONErpm account is less than US\$ 200 (two hundred US dollars), you will not be able to withdraw any funds through Tipalti.



Setting Up Tipalti Account





SETTING UP TIPALTI ACCOUNT

Editing

Withdraw Funds ✕

\$

Tipalti is a payment method that allows you to receive USD payments from ONErpm directly to your bank account (wire transfer) or receiving an e-check.

Your payment may be in transit between the Tipalti and your Bank. To see more details about it, you can check the Tipalti Payment History

Your current Tipalti payment method: WireTransfer/

[EDIT ACCOUNT SETTINGS](#) [PAYMENT HISTORY](#) [WITHDRAW FUNDS](#)

Name of the bank account

Click here to edit your Tipalti account



SETTING UP TIPALTI ACCOUNT

Editing

Here you will fill/enter all your personal information.

1 Address **2** Payment Method **3** Tax Forms **4** Done

Powered by tipalti

Enter Your Information

Please enter your contact details as they appear on your bank records.

Type Individual Company

Contact Email

Phone Number

First Name

Middle Name

Last Name

Company

Address

Address 2

City

Zip

Country

Next

In case your bank account is a Company bank account

- Please check the 'i' icon for mandatory fields.
- The email address must be the same as your ONErpm email account
- Select your country and don't forget to add your area code
- Company, same name as it's on your bank account
- Fill out your the correct ZIP Code
- Be aware that the fields don't accept accentuation

*Please enter your contact details as they appear on your bank records.



SETTING UP TIPALTI ACCOUNT

Editing Error

You will be able to identify any incorrect field through automatic error message when concluding the step on the form. Please correct all information to proceed.

Enter Your Information

Please enter your contact details as they appear on your bank records.

Type Individual Company

Contact Email Required field

Phone Number + 55

First Name Required field

Middle Name

Last Name Required field

Address Required field

Address 2

City Required field

Zip Required field

Country

Date of Birth Required field

Country of Birth

In case your bank account is an Individual bank account:

- Please check the 'i' icon, some fields are mandatory.
- The email address must be the same as your ONErpm email account
- Select your country and don't forget to add your area code
- Company, same name as it's on your bank account
- Fill out your the correct ZIP Code
- Date of birth - use Tipalti calendar
- Be aware that the fields don't accept accentuation

*Please enter your contact details as they appear on your bank records.



SETTING UP TIPALTI ACCOUNT

Payment Method (Wire Transfer)

Choose a Payment Method:

wire transfer or e-check/local bank transfer, fill out with the proper bank information and click next.

1 Address 2 **Payment Method** 3 Tax Forms 4 Done Powered by tpalti

Payment Method: Wire Transfer

Transaction Fees: USD 26.00

Payment Currency: USD

Name on Account: Select account name...

IBAN:

CNPJ / CPF:

Agency Code:

Phone Number: +55 21997281342

SWIFT ID:

Bank Name:

Bank Address:

Bank Address 2:

Branch Name:

Bank City, Province, Zip:

Country: Brazil

Add intermediary bank information:

I agree to the Terms of Service.

Back **Next**

Tips about the form

- Phone number fill out with your individual or your company phone number;
- Bank address 2 is optional;
- Bank name is the name of the bank, for example: Bank of America;
- Branch name is the name of the agency, for example Bank of America 5th Avenue;
- Separate the information using comma. Ex: New York, New York, 123456.



SETTING UP TIPALTI ACCOUNT

*Payment Method
(e-Check / Local Bank Transfer)*

On this step, you should fill with all the necessary information for eCheck method.

The screenshot shows a multi-step setup process for a Tipalti account. The progress bar at the top indicates four steps: 1. Address, 2. Payment Method (current step), 3. Tax Forms, and 4. Done. The form includes the following fields:

- Payment Method:** A dropdown menu with "eCheck / Local Bank Transfer" selected.
- 3% FX fee may apply.** A note below the dropdown.
- Payment Currency:** A dropdown menu.
- Name on Account:** A text input field.
- Bank Name:** A dropdown menu.
- Branch Code ④:** A text input field.
- Account Number:** A text input field.
- CPF:** A text input field.
- Account Type:** A dropdown menu.
- Country:** A dropdown menu.
- See [terms](#).** A link below the country field.

Navigation buttons are located at the bottom: a grey "Back" button on the left, and orange "Cancel" and "Next" buttons on the right.

Once you setup your account, the information will be saved automatically for future payments.



SETTING UP TIPALTI ACCOUNT

Payment Method Fees

The screenshot shows a multi-step setup process for a Tipalti account. The steps are: 1. Address, 2. Payment Method (current step), 3. Tax Forms, and 4. Done. The form includes the following fields:

- Payment Method:** A dropdown menu with the selected option "eCheck / Local Bank Transfer".
- 3% FX fee may apply.** A note indicating a potential fee.
- Payment Currency:** A dropdown menu.
- Name on Account:** A text input field.
- Bank Name:** A dropdown menu.
- Branch Code 0:** A text input field.
- Account Number:** A text input field.
- CPF:** A text input field.
- Account Type:** A dropdown menu.
- Country:** A dropdown menu.
- See terms.** A link to the terms and conditions.

Navigation buttons are located at the bottom: "Back" (grey), "Cancel" (orange), and "Next" (orange).

Payment fees

Bank wire Int USD 26.00

E-check USD 5.00

The fee is charged before the money is transferred



Setting Up Tipalti Account (Tax Form)





SETTING UP TIPALTI ACCOUNT

Tax Forms

Choose the tax form according to your status:

1 Address 2 Payment Method 3 Tax Forms 4 Done

Powered by tipalti

Select Your Tax Form

We are required to collect tax forms from our payees. Please select a tax form.

Need help? [Tax form questionnaire](#)

- W-8BEN - for non-US individuals
- W-8BEN-E - for non-US corporations
- W9 - for US individuals/entities
- Other

[Back](#) [Complete Form](#)

These forms are provided solely for your convenience and are not intended to provide you with tax advice. You should consult with a qualified tax adviser or attorney to receive advice for your particular situation.

W-8BEN: Only for non-us citizens;

W -8BEN- E: Only for non-us companies;

W-9: Only for US citizens.



SETTING UP TIPALTI ACCOUNT

Tax Forms

All your personal information regarding tax should be filled into this form.

The screenshot shows a multi-step setup process for a Tipalti account. At the top, there are four numbered steps: 1. Address, 2. Payment Method, 3. Tax Forms (the current step), and 4. Done. The page is powered by tipalti. The main form area is titled 'Identification of Beneficial Owner (Part I)'. It contains the following fields and instructions:

- Name:** A text input field.
- Country of Citizenship:** A dropdown menu with the text 'Select country...'. Below it, instructions state: 'If you are: • A dual citizen, enter the country where you are both a citizen and a resident at this time. • Not a resident in any country in which you have citizenship, enter the country where you were most recently a resident. • A U.S. citizen, you should complete the W-9 form (even if you hold citizenship in another jurisdiction).'
- Permanent Residence (Do not use a P.O. Box or in-care-of address):**
 - Country:** A dropdown menu with the text 'Select country...'
 - Address:** A text input field.
 - City:** A text input field.
 - Zip:** A text input field.
- Mailing Address:**
 - Country:** A dropdown menu with the text 'Select country...'
 - Address:** A text input field.
 - City:** A text input field.
 - Zip:** A text input field.

At the bottom of the form, there are two buttons: '< Back' and 'Continue >'. The 'Continue >' button is highlighted in orange.



SETTING UP TIPALTI ACCOUNT

Tax Forms

Tax Forms > Identification of Beneficial Owner

Foreign tax number: CPF/CNPJ for Brazil, Personal ID number equivalent to other countries



SETTING UP TIPALTI ACCOUNT

Tax Forms

Tax Forms > Claim of Treaty Benefits

1 Address 2 Payment Method 3 Tax Forms 4 Done Powered by tipalti

Please continue to fill the W-8BEN form below: To submit a different tax form, [click here](#)

Identification of Beneficial Owner (Part I) ✓

Identification of Beneficial Owner (Continued) ✓

Claim of Treaty Benefits (Part II)

I certify that the beneficial owner is a resident of the selected country below within the meaning of the income tax treaty between the United States and that country.

Select country... [Don't see your country listed?](#)

< Back Continue >

Only for countries that have benefits with USA.
Brazil is not included.



SETTING UP TIPALTI ACCOUNT

Tax Forms

1 Address 2 Payment Method 3 Tax Forms 4 Done Powered by tpalti

Please continue to fill the W-8BEN form below: To submit a different tax form, [click here](#)

Identification of Beneficial Owner (Part I) ✓

Identification of Beneficial Owner (Continued) ✓

Claim of Treaty Benefits (Part II) ✓

Review

Please review the information you entered below. Click "Continue" to continue to finalize the W-8BEN form. To update any information, click "Back".

Identification of Beneficial Owner

Name

Country of Citizenship

Permanent Residence

Address

City

Zip

Country

Mailing Address

Address

City

Zip

Country

U.S. Taxpayer Identification Number

< Back Continue >

For all tax purposes, please contact your accountant/lawyer.



SETTING UP TIPALTI ACCOUNT

Tax Forms

1 Address 2 Payment Method 3 Tax Forms 4 Done

Powered by tipalti

Please continue to fill the W-8BEN form below: To submit a different tax form, [click here](#)

Identification of Beneficial Owner (Part I) ✓

Identification of Beneficial Owner (Continued) ✓

Claim of Treaty Benefits (Part II) ✓

Review ✓

Certification (Part III)

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income to which this form relates or am using this form to document myself for chapter 4 purposes.
- The person named on line 1 of this form is not a U.S. person.
- The income to which this form relates is: (a) not effectively connected with the conduct of a trade or business in the United States, (b) effectively connected but is not subject to tax under an applicable income tax treaty, or (c) the partner's share of a partnership's effectively connected income.
- The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country, and
- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.
- Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.

The Internal Revenue Service does not require your consent to any provisions of this document other than the certifications required to establish your status as a non-U.S. person, establish your chapter 4 status (if required), and, if applicable, obtain a reduced rate of withholding.

By typing my name (Beatrice Terco) and contact email address, I confirm that I agree to the electronic submission of my completed W-8BEN form and that I accept that the information provided constitutes a legally binding digital signature:

Date Signed
2021-09-24

Contact Email _____

[< Back](#) [Submit Form](#)

[Back to Payment Method](#)

For all tax purposes, please contact your accountant/lawyer.

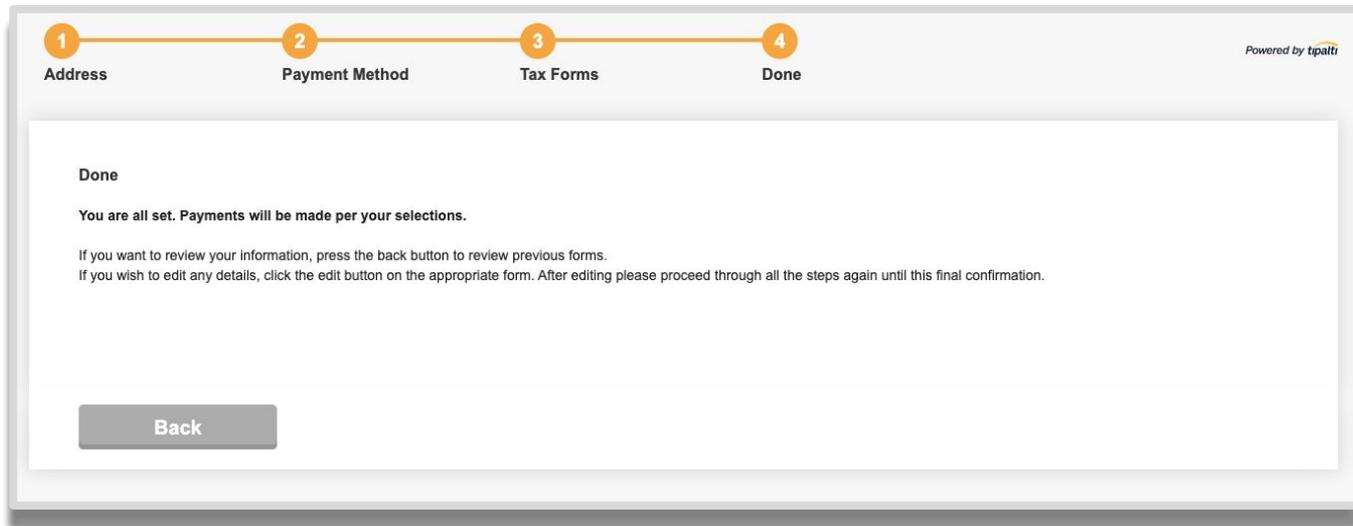
*All the fields must be filled before submitting your tax form.



SETTING UP TIPALTI ACCOUNT

Tax Forms

Once you concluded all previous steps, you are all set and can start using Tipalti



Your setup information will be saved automatically for future payments.



How To Track Your Payment





HOW TO TRACK YOUR PAYMENT

Once you withdraw your funds a confirmation email about your payment request is sent.

The screenshot shows the ONErpm Accounting dashboard. At the top, there is a navigation bar with the user's name 'Andria', a bell icon, a 'Switch Account' button, a 'Log Out' button, and links to 'ONErpm Academy', 'View Classic Dashboard', and 'English'. A left sidebar contains various menu items like 'Overview', 'Distribution Tools', 'Daily Stats & Marketing', 'Monthly Analytics & Accounting', 'Support', 'Profile Setup', 'Account settings', and 'Legal'. The main content area is titled 'Accounting' and shows an 'Account Balance' of '\$ 21'. A prominent message in a green box states: 'An email has been sent to my-email@gmail.com that contains a link to complete your withdraw request.' Below this, it says 'Please click on the link in the email to submit your withdraw request.' There are tabs for 'MONTHLY REPORTS', 'CUSTOM REPORTS', 'ACCOUNT ACTIVITY', and 'PAYMENT HISTORY'. The 'MONTHLY REPORTS' section is active, showing a 'Monthly Reports' table with columns for 'ACCOUNTING MONTH', 'NET REVENUE', 'SHARES IN', 'SHARES OUT', 'EARNINGS', 'DOWNLOAD', and 'REFERENCE MONTH'. The table includes a 'TOTALS' row and a row for 'August 2021' with a '+ Generate Reports' link.

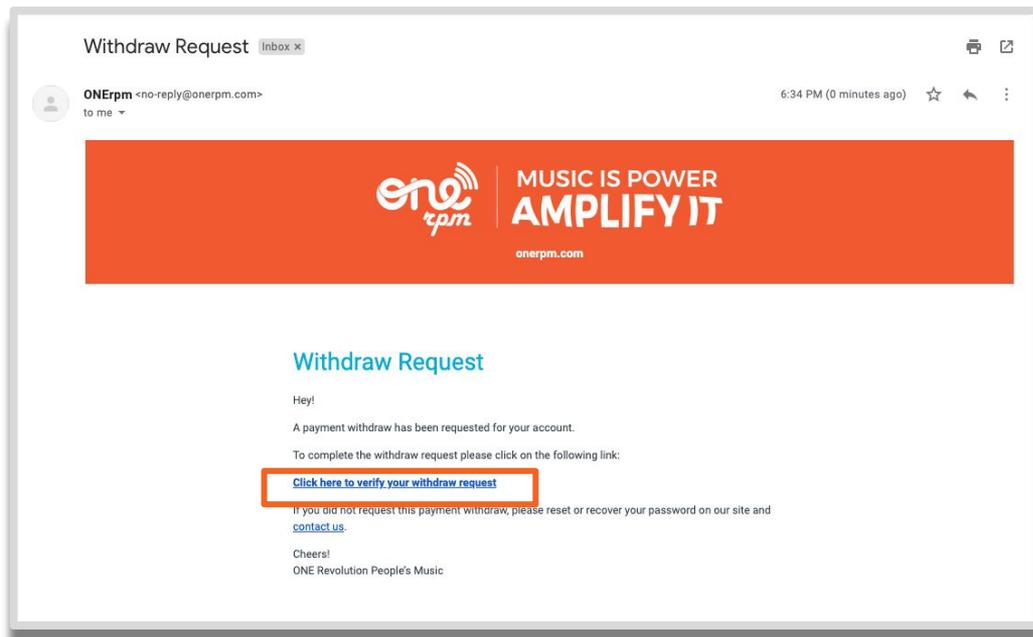
ACCOUNTING MONTH	NET REVENUE	SHARES IN	SHARES OUT	EARNINGS	DOWNLOAD	REFERENCE MONTH
TOTALS	\$215.50	\$0.00	\$0.00	\$215.50		
+ August 2021	\$215.50	\$0.00	\$0.00	\$215.50	Generate Reports	



HOW TO TRACK YOUR PAYMENT

Email

Click on the link to procedure with your payment request.





HOW TO TRACK YOUR PAYMENT

Payment History

Withdraw Funds



\$

Tipalti is a payment method that allows you to receive USD payments from ONErpm directly to your bank account (wire transfer) or receiving an e-check.

Your payment may be in transit between the Tipalti and your Bank. To see more details about it, you can check the Tipalti Payment History

Your current Tipalti payment method: WireTransfer

Name of the bank account

EDIT ACCOUNT SETTINGS

PAYMENT HISTORY

 WITHDRAW FUNDS

Click to track your payment history



HOW TO TRACK YOUR PAYMENT

Payment History Status

After clicking on your payment history you will be able to track your payment.

Tipalti Account

Personal basic information

Payments History Export to Excel

Approval date	Amount Submitted	Payment Method	Status
May 25, 2021	USD 200.00	No payment method	Deferred

3 items | 1 page

Tipalti Account

Personal basic information

Back

Payment Details

Status:	Deferred	Amount submitted:	USD	200.00
Payer reference code:	12219983_1144985	Transaction fee:	USD	0.00
		Netflow fee:	USD	0.00
		Net amount:	USD	200.00

No payment method selected
See errors and provided

Status are **Deferred** or **Paid**:

- **Deferred** - Payment method missing
- **Paid** - Payment OK



HOW TO TRACK YOUR PAYMENT

ONErpm Account

Your payment history can also be seen through your ONErpm account

Accounting
[Accounting](#) / [Payment history](#)

Account Balance

WITHDRAW FUNDS

MONTHLY REPORTS
CUSTOM REPORTS
ACCOUNT ACTIVITY
PAYMENT HISTORY

Payment history Select Period All time ▼

CURRENCY	AMOUNT	POSTED DATE	PAID DATE	NOTE
TOTALS				
USD		10/13/2021		Pending payment bea.catarine@gmail.com
USD		10/13/2021	10/13/2021	Paid 10/13/2021 deduction bea.catarine@gmail.com
USD		10/11/2021	10/11/2021	Paid 10/11/2021 deduction bea.catarine@gmail.com
USD		09/24/2021	09/27/2021	Paid 09/27/2021 payment bea.catarine@gmail.com



ONErpm GUIDE FOR CLIENTS

ADDITIONAL PAYMENT METHOD



try / learn / share

