

Client Payments Guide for Andrew Atkinson Consulting

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Author: Andrew Atkinson

Question: I'd like to provide a pre-payment or I've received an invoice, how do I pay Andrew?

Payment must be made using a U.S. based payment source via ACH. Paper checks are not accepted. To facilitate this we can use a payroll system the client maintains, where Andrew is added as a payee.

- If your team uses [Gusto](#), [Ramp](#), or [Airbase](#), Andrew will enroll as a payee there providing payment info as well as tax document information (W9). Ramp has an [Upload an invoice](#) guide that may be useful.
- I also set up [Melio Payments](#). I've linked my bank account using their Plaid integration. Melio is limited to the U.S. Melio can be used for ACH payments.

Melio Payments support a guest checkout option if you don't wish to set up an account.

View this help center page:

https://melio.zendesk.com/hc/en-us/articles/4416051471644-Paying-a-vendor-at-their-request#h_e575d88f6b

- If you'd prefer to use [Bill.com](#), this is another option that supports ACH payments.
- Finally, if none of those are in place, then I'll send a **secure 1Password link with a time expiration and with limited access**. You'd then access the bank account information and add it to your payroll system.

I would appreciate you sending me an email letting me know when you've sent a payment! I can make sure it shows up, and that I can attribute it to your company, since sometimes payment information doesn't have company info.

Payment Schedule

For prepayment, after our consulting agreement is in place which covers a statement of work items you'll e-sign and agree to, I'll generate an invoice for the payment amount. The invoice will

be due upon receipt. Beyond the prepayments, the normal payment schedule is Net 15, and bi-weekly payments are appreciated.

Taxes

I'll use your system such as Gusto, to create a W-9 document with my taxpayer verification and identifier (SSN). I'm a sole proprietor.

Are payments from outside the U.S. accepted?

Unfortunately I'm not able to accept payments from outside the U.S.

Are payments accepted by mail and paper check?

Paper checks are not accepted as a form of payment. Please configure a form of electronic payment that we can use so that we have better visibility in both directions about payments.