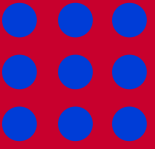




**HOMELAND**  
LANGUAGE SERVICES



# **PAYMENT GUIDELINE**

Payment methods and invoice submission



# Your Invoice

1. You will receive an email with the total amount of minutes/hours for the month. Charts are usually sent between the 8th and 10th of the month, as some portals might take longer than others to provide us with the information.
2. Use this information to fill out the invoice (you can find the template here: [homelandlanguageservices.com/hls-freelancer-resources/](https://homelandlanguageservices.com/hls-freelancer-resources/)).
3. Send your invoice to [billing@homelandls.com](mailto:billing@homelandls.com), and [usabilling@homelandls.com](mailto:usabilling@homelandls.com) (for US Bank Deposits only).
4. Payments are made monthly, and processed 30 days after the invoice submission. We kindly request your cooperation in providing us with the necessary information on time for us to adhere to this timeline. If there are delays in sending payment information or completing steps in the process, know that will probably cause a delay in your payment.
5. If you started working between the 25th and the end of the month, and/or your total is less than \$50, your payment will be carried over to avoid it being fully absorbed by transaction fees. If you want that to be processed regardless, you will have to request it.



- Send your invoice before the 15th of each month.
- The fee is paid by receiver.
- If you want to change your payment method, send an email request a month in advance to [hr@homelandls.com](mailto:hr@homelandls.com). You can make only two changes per year.

# Payment methods

Send your invoice or questions to the following email, depending on your payment method:

<b>US Bank Transfer</b>	Direct Deposit to agents with a bank account in the US. A Direct Deposit Authorization Form needs to be sent the first time (you can find the template here <a href="https://homelandlanguageservices.com/hls-freelancer-resources/">homelandlanguageservices.com/hls-freelancer-resources/</a> ).	<a href="mailto:usabilling@homelandls.com">usabilling@homelandls.com</a> , <a href="mailto:arehmann@homelandls.com">arehmann@homelandls.com</a> Astrid Rehmann, <a href="mailto:abotich@homelandls.com">abotich@homelandls.com</a> Aryil Botich
<b>International Bank Transfer</b>	Payments via Ping Pong (except for Haiti, Afghanistan and Iraq). It takes around 24/48 hours.	<a href="mailto:hlanazca@homelandls.com">hlanazca@homelandls.com</a> Hussein Lanazca
<b>PayPal</b>	Online payment (except for Haiti, Afghanistan, Iraq, India, and Egypt). For Paypal payments we need your email LINKED to PayPal only.	<a href="mailto:jperalta@homelandls.com">jperalta@homelandls.com</a> Jose Peralta
<b>Sendwave</b>	Online payment.	<a href="mailto:hlanazca@homelandls.com">hlanazca@homelandls.com</a> <u>Hussein Lanazca</u>



# Filling out an invoice

Please, add all required details to the invoice before sending it for payment processing:

➔	<b>Name:</b>		
	<b>Last name:</b>		
➔	Street Address :	➔ Phone Number:	➔ Email :
	City, State, Country :		
	Bill To: Homeland Language Services Address: Town Center Dr Oxnard, Ca 93036	Phone: 844-746-5553  Email: <a href="mailto:billing@homelandls.com">billing@homelandls.com</a>	Invoice #: (optional)  ➔ Invoice Date: (xxx)

Fill in your name and last name, your home address, personal phone number, and email. Set up the date you are sending the invoice.



If your preferred payment is PayPal, please fill in the **email linked to Paypal only**, DO NOT add your personal email.



# Filling out an invoice

Please, add all required details to the invoice before sending it for payment processing:

↓  
**1**

↓  
**2**

↓  
**3**

↓  
**4**

↓  
**5**

↓  
**6**

↓  
**7**

Month	Payment Type	Language	Provider Rate	Phone Mins	Time Available	Provider's Pay
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">→ <b>8</b></div> <div> <b>Method of Payment: Bank Deposit</b>            Bank Name : Please Fill up all the information            Bank Account and /or IBAN #:            Checking or Savings :         </div> </div>					SUB TOTAL	
					OTHER (\$20/referral)	
					TOTAL	

← **9**

← **10**

1. The invoiced month
2. Type of payment (minute or hourly)
3. Language
4. Your minute or hourly rate
5. Total minutes (from the chart you received through email)
6. Time availability (from the chart you received through email)
7. Amount to be paid
8. Payment method (Bank Deposit here is shown as an example)
9. Additions (if any)
- 10.Total amount to be paid

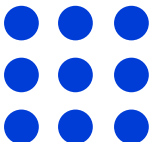


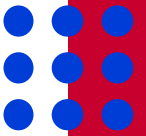
# Your Invoice

1. If you find any discrepancies, please send an email to Alfredo Hernandez, Business System Manager: [ahernandez@homelandls.com](mailto:ahernandez@homelandls.com) and CC your Team Leader.
2. Remember that you should send the invoice to [billing@homelandls.com](mailto:billing@homelandls.com) ONCE YOU FIXED THE DISCREPANCIES, if any.
3. If you have any questions regarding method of payment, fees, delays, etc., please send an email to [billing@homelandls.com](mailto:billing@homelandls.com).



Please, send your invoice before the 15th of each month.





Feel free to ask questions!

**THANK YOU FOR  
YOUR DAILY  
WORK!**



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