

# APPENDIX II. Payment Process

- Once a contributor has an article that has been accepted for publication on The Yuan, our Account Manager will ask for the following bank and personal details:

Account Holder's Name:	Account Number:	Bank Name:	Bank Address:
Swift Code/BIC:	Payee Address:	Passport Number:	

- Confidential information should be sent to us using the free encryption app Signal. Our Account Manager will tell the contributor how to sign up and how to add her.
- These details are entered into a file called 'Contributors Payment Info.' An updated version of this file is sent to our Accountant each week.
- Payment each month is based on the Upload Schedule sent to the team by our Social Media Editor each week.
- The payment period for each month is for all articles published on The Yuan between the 21st of the previous month to the 20th of the month.
- Close to the 20th, our Account Manager will start contacting the individual contributors to ask them to send through an invoice billing The Yuan for the number of articles published in the billing month.
- The payment amount for each contributor differs. While the base rate is USD200/article, some contributors negotiate higher rates. The rate is decided by our Chief Editor. Once agreed upon, our Account Manager will note it in the Main Contributors Info list which she also sends out every week.
- Our Account Manager will encrypt the invoices using Zip 7 software and send them to the Accountant before the 20th.
- Once payment is processed, the Accountant will send Proof of Payment to our Account Manager to send to each contributor.