

## REQUESTING AD REVENUE PAYMENT

Thank you for working with us! Ads generated revenue has to be invoiced from us directly. You can check your monthly earnings directly from our customer portal at <https://unityads.unity3d.com/admin/>

**In order to guarantee a smooth payment of your invoices, please study these invoicing requirements carefully.**

When you request payment from us, please use the following methods for sending invoices:

### PHYSICAL / MAILED INVOICES

Unity Technologies Finland Oy  
Kaivokatu 8B  
00100 Helsinki  
Finland

### ELECTRONIC / EMAIL INVOICES

Send PDF invoices to:  
[accountspayable-fi@unity3d.com](mailto:accountspayable-fi@unity3d.com)

Physical invoices will be scanned separately and it will take on average 3-5 business days for the invoice to appear on our payment system once the invoice has been received by mail. If you send us the invoice via email, it will be inserted usually into the system in 1-2 days after receiving it. So we really prefer to receive the invoices via email, as it is considerably faster.

When sending email invoices, please pay attention to following rules:

- 1) Send only invoices in PDF format (word, excel etc documents are not valid).
- 2) Send only one invoice per one PDF file. The email can include multiple PDF files/invoices.
- 3) The recipient (company name) must be Unity Technologies Finland Oy
- 4) The bank account must belong to the same entity/person who is the registrant of the UnityAds account. The you are requesting wire to other account, there is a high risk it will bounce.

We do not send checks or paypal transfers, all payments are wired so pay attention you have ALL the necessary information attached to the invoice. **Standard term for payment is 30 days** net unless otherwise agreed. Please allow few business days for the wire to come through, this usually takes 3-5 days after we release the money.

[Instructions continue on page 2]

When invoicing us, make sure your bank/wire details are correctly marked to the invoice. They can be either attached to the email as separate instructions or preferably written to the invoice.

**IMPORTANT: The bank account holder MUST be the same as is the owner of UnityAds account. We will be wiring based on the account name. If the account holder is different, please contact us. In case of multiple failed transfers, we will deduct the transfer costs from your earnings.**

Please also note, that your UnityAds ID should be visible in the invoices in order to be able to match your invoice and account.

Payment release is 30 days net from receiving the invoice, add few days for the wire to reach you.

### **REQUIRED INVOICE DETAILS**

In order to process the payment properly and swiftly, your invoices must contain the following information:

- 1) Please invoice "video ad revenue" from us.
- 2) The invoice must have your **UnityAds ID clearly visible**. This speeds the handling of the payout request.
- 3) If your company is VAT registered to EU region, the invoice **must contain your VAT number**
- 4) If you are a private person, your personal details must be visible on the invoice
- 5) Invoice without your local VAT or sales tax, depending on local tax rules
- 6) For EU invoicing, Unity's VAT number is **FI21849716** (this is needed by your accountant)
- 7) The invoice must contain all necessary payment information for wire transfer:
  - a. Bank name and account number (IBAN is required from all EU area payments)
  - b. Your bank's SWIFT number. If it doesn't have a SWIFT code, please provide the routing information provided by your bank + bank name & address.
- 8) Contact details for possible questions or payment resolve

If you have any questions, don't hesitate to contact us to the accounts payable email given above.

## FREQUENTLY ASKED QUESTIONS

**Q: What payment options do you offer? Can you send the money to my paypal account?**

A: We currently only do international wire transfers. This document includes the information that we need to have in the invoices.

**Q: What kind of invoice is required and do you have a template for that?**

A: The basic things we require are listed on previous page on this document. For payment your banking details are needed, including a proper SWIFT code. Our financial system cannot process payments to bank accounts without SWIFT code.

**Q: I do not have a VAT number, can I get paid?**

A: VAT (Value Added Tax) number is required in European Union companies. The local legislation in each country specifies when you need to apply for a VAT number. If you do not have it, just state "No VAT" to the field. If you have one, please state it to the corresponding field and also to each invoice in EU format. In case you are not VAT registered, we may deduct taxes from your earnings before payout. We strongly suggest you register for VAT.

**Q: I am a private person, can I get paid?**

A: Yes we can pay you. No taxes will be withheld by us, but we will be reporting your details to the tax authorities and you will have to agree on the taxes with your local tax authorities. The taxes are your responsibility.

**Q: When do I get paid?**

A: Once you have invoiced your earnings from us, it will take 30 days for us to release the funds (upon the receipt of the invoice). Please add few business days for the wire to come through. Please send the invoices to the email address specified in this document, not to any personal email accounts. The invoices are thus recorded correctly and properly processed in our system.

**Q: I noticed that my earnings account balance was deducted, does that mean the funds have been transferred?**

A: When you see the funds deducted from your account, you can be sure the payment has been checked, processed and moved to payment. It does not mean the funds have been paid, it means they have been cleared. The payment date is net 30 days upon receipt of the invoice. The balance won't necessarily change immediately after you have sent the invoice to us.