

## Payment Options

- USD Check – Not Available for IngramSpark customers. LSI customers please take note, payments are not released until amount due reaches \$100.00.
- USD PayPal - No minimum
- USD ACH direct deposit (must be US based bank) - No minimum
- CAD ACH direct deposit (must be Canada based bank) - Payments are not released until amount due reaches \$25.00.
- GBP BACS direct deposit (must be UK based bank) - No minimum
- EUR direct deposit (must be EURZONE based bank) - Payments are not released until amount due reaches \$25.00.
- AUD direct deposit (must be AU based bank, NO NZL banks) - Payments are not released until amount due reaches \$25.00.

Changes should be applied online by the publisher. See below for instructions.

### **Please note:**

- Direct deposits cannot be sent to a savings account, checking accounts only.
- Payments are made payable to the publishing company/business or legal name associated with the Lightning Source, Inc. or IngramSpark customer number assigned at setup. Payments may be rejected if the payee name reflected on file does not match the name on your bank account.
- Only one currency and bank account can be applied. Updates online will impact payable for ALL division sales (US, UK and AU if applicable). If special handling is required, please contact at:  
US: [sales\\_comp\\_dept.us@ingramcontent.com](mailto:sales_comp_dept.us@ingramcontent.com)  
UK: [sales\\_comp\\_dept.UK@ingramcontent.com](mailto:sales_comp_dept.UK@ingramcontent.com)  
AU: [sales\\_comp\\_dept.AU@ingramcontent.com](mailto:sales_comp_dept.AU@ingramcontent.com)

## Instructions For Updating Payment Information Online

- Log on to your account at <https://myaccount.ingramspark.com> or <https://myaccount.lightningsource.com>
- Click the drop down arrow next to your account name in the top right hand corner
- Select "Publisher Compensation" located on the left side of the screen
- Select one currency type. Note, the selected currency will impact all markets (US,UK and AU). Please contact the Lightning Source, Inc./IngramSpark Accounts Payable Department if, for example, payment information for the US market differs from that in the UK. These changes will be handled internally.
- Click "Edit" or "Add Compensation Information"
- Update or add payment information. Do not use spaces or dashes when entering account numbers, routing numbers, etc. **CHECKING ONLY, NO SAVINGS**
- Click "Save"

## Instructions to Update Publishers Compensation Payee address

- Log on to your account Lightning Source, Inc. or IngramSpark account
- Click the drop down arrow next to your account name in the top right hand corner
- Select "Account Information"
- Go to Publishers Compensation Mailing Address
- Click "Edit" to apply address corrections
- Click "Save"

**NOTE: Please do not use spaces and/or dashes when entering bank account numbers. In addition to this, we are not able to pay AUD into a NZ bank account.**