



Accounting Procedures

Sellstate Realty Systems Network, Inc. disburses commissions for all Sellstate franchises. An individual franchise may not pay their agent directly unless paid at title. Sellstate Realty Systems Network, Inc. produces all of the 1099's for their franchises, so all income must flow through our system in order for the 1099's to reflect the correct agent income.

If you deposit a commission by the respective bank's cut off deadline, the commission disbursement must be emailed to Sellstate Realty Systems Network, Inc. the following business day by 11:00 am in your respective time zone. The funds will be disbursed to the agent's account, as long as the funds are available in the broker's account. The method of payment is via ACH (Automated Clearing House) and not via Wire Transfer. This means that the funds usually will be available to the agent the business day following the date it is disbursed by Sellstate.

Please note that business days do not include Saturday, Sunday or Federal Bank Holidays.

The information required by our accounting department to process your commission is as follows:

1. Commission Cover Sheet.
2. Completed Tracker Form
3. Copy of Commission Check
4. Copy of Deposit Slip and Receipt from Bank
5. Fully Executed Property HUD-1 Statement.
6. Completed Commission Disbursement