



## Monthly Debit Report

Once a month every franchise is required to send in their Licensing Report. The report is due on the 25<sup>th</sup> of the month prior to the reporting month. For example the report for November would be due on October 25<sup>th</sup>.

This report is to include every person who is licensed to the franchise. Sellstate will then withdraw the fees from your agent's accounts and will remit the fees due to Corporate and the fees due to the Franchise. In the world of banking, the fees are "debited" from the agents, therefore the knick name of the "Debit Report".

This will give you the opportunity to collect the fees each agent is contractually obligated to pay the franchise. You will also be able to collect any monies outstanding. If the banking information is not provided for an agent, then it will be the responsibility of the franchise to collect what is due.