



SELLSTATE

## New Agent Setup Form

Note: This form must be completed entirely for every agent that joins your office! If we do not receive their complete packet, we cannot process their commissions

Upon completion, email this form and all attachments to:  
[accounting@sellstatecorporate.com](mailto:accounting@sellstatecorporate.com)

Franchise Name: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Agent Primary Email Address: \_\_\_\_\_

Contract Date: \_\_\_\_\_

License #: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

SSN: \_\_\_\_\_

Check if Included:

- Agent Contract
- Direct Payment Authorization Agreement
- Direct Deposit of Payroll Authorization Agreement
- Copy of Current Real Estate License
- Form W-9 Request for Taxpayer Identification & Certificate
- Agent Asset Development Sponsorship Agreement

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Corporate Use Only – Data entry Required for all agents upon signup

Vendor File \_\_\_\_\_

Customer File \_\_\_\_\_

Debit Report Master Sheet \_\_\_\_\_

License Fee ACH \_\_\_\_\_

Bank \_\_\_\_\_

Commission Disbursement ACH \_\_\_\_\_

Bank \_\_\_\_\_

AAD Spreadsheet \_\_\_\_\_

Made Copy of AAD Agreement \_\_\_\_\_

Submit Agent Email to Marketing \_\_\_\_\_