SELLSTATE

Revised 11/2013

NEW AGENT SET UP 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.

Franchise Name: _____

Agent Name: _____

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 & Certification
- ☐ Agent Asset Development Sponsorship Agreement

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	_____		

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