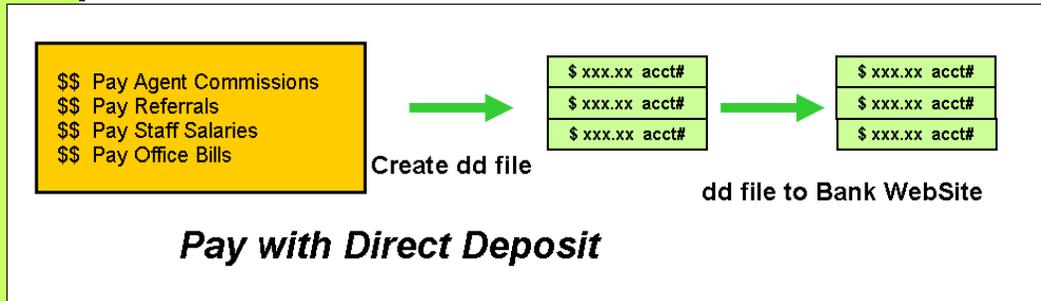


Direct Deposit—A Win-Win for Agents and Staff

A number of REAL/Easy customers have moved to Direct Deposit to pay their agents. For Brokers who have many agents plus remote branches who pay commissions from a central location, this can be especially beneficial.

To pay agent commissions, your Closing staff just has to create a Direct Deposit “efile” with REAL/Easy and send it to the Bank via internet. No more printing, sorting, stuffing, and mailing.



Prudential

Real Estate Professionals

Real Estate Professionals Salem

Contact Us by E-mail

Business 503-371-3013

Note these benefits from controllers of two customers.

Prudential Real Estate Professionals in Oregon recently moved to Direct Deposit to pay their sales associates.

To help do the setups and testing quickly, REAL/Easy worked directly with their bank’s IT department. Debora Taylor, Controller, commented:

“The way you coordinated directly with our bank contact and handled all the technical issues really saved me time”.

Next, it was important to train the staff. This can be done by logging on to the user’s computer: *“I also appreciate the way you guide my staff through the*

procedures one-on-one”.

Debbie stated the overall benefit of the program: *“Direct deposit is going to help our company save money in the way we process payments to our agents.”*



**THE MOST TRUSTED NAME
IN REAL ESTATE**

Stark Realtors, in Wisconsin, moved to Agent Commissions Direct Deposit early in 2009, at the direction of Mike Paulus, controller.

Stark is happy with how easy it is to use and how the improved efficiency benefits the Mike’s

staff: *“Our transaction processors find it very easy to use and it increases their efficiency and productivity, which allows them to get other job duties done during the course of the day”.*

For Stark Company Agents Mike states: *“Our agents love the speed*

of direct deposit payments as most find that its in their account the following morning after the transaction has been processed. No more mailing or courier service to deliver checks to the outlying branch offices”.

How Is Direct Deposit Implemented ?

To implement Direct Deposit for agent commission payments, your closing staff, REAL/Easy, and your bank's customer service department work together to setup, test, and implement the process.

The process begins with brokerage management scheduling and announcing the direct deposit implementation benefits. Agents must provide their bank names, routing number, and account number.

The BOS system provides edit reports to check the account and routing assigned to the agents to help validate the entries. To assist processing, BOS includes the option to issue the direct deposits in separate DD-only batches.

Key Steps for Implementing Direct Deposit of Agent Commissions:

- Order the Setup Service from REAL/Easy.
- Provide REAL/Easy with the bank contact for Direct Deposit (NACHA) processing, the bank routing and account numbers, and the brokerage federal ID.
- Gather agent bank names, routing and account numbers. Enter Agent routing and account numbers in REAL/Easy. Set agent payment type to Direct Deposit.
- REAL/Easy programs and loads payment file creation program.
- REAL/Easy and closing staff create a test export file for the bank. A copy of the BOS database is created for this test.
- REAL/Easy programs adjustments and additional tests are completed if necessary.
- Direct Deposit is implemented—assign the DD starting reference number. Payments can be processed one at a time or in batches. Bank personnel direct the closing staff how to load dd files using the bank customer service web site.

Preparation Steps:

Enter the bank routing number, bank account, and account type for each agent within the agent record maintenance "Agent Account"

Assign the agent's payment type to "Direct Deposit" within the agent record maintenance "Confidential" tab.

Use agents standard reports R104, format "AgentAccount", to print a list of all account assignments for verification.

Operation:

Issue the direct deposits for the day using "Print Batched Checks" within the "Transactions" module.

Print a list of the day's direct deposits using "Print Check Register"

The direct deposit efile is created by the "Custom" program setup by REAL/Easy.