

DIRECT DEPOSIT DISCLOSURE



Initial: To Participate in Direct Deposit the Following Guidelines Must be Met:

- _____ The KW Connected Direct Deposit Form must be completed, and a copy of a voided check or direct deposit authorization form for the account where funds are to be deposited, must be attached.
- _____ Each file must be complete and accurate in Command the day of closing in order for your commission to be direct deposited.
- _____ All other closing policies must be adhered to, per the Policy & Guideline Manual, in order to receive your commission funds via direct deposit.

How Direct Deposit Works:

- _____ You will be charged a **\$2 fee** for each deposit.
- _____ You will be notified via a generic email from First Citizens Bank that you received a direct deposit in your account.
- _____ Direct deposits are available in your account the **next business day**, assuming the file is complete in command. However, depending on your bank, it could possibly take a maximum of 24-48 hours. If the file is not complete, your check will go onto the next day's batch to view for processing.
- _____ If funds are dispersed incorrectly, then Keller Williams Connected may withdraw money from the same account to correct commissions. Accounting will notify you by email if this happens.
- _____ If there are two transactions within a 90-day period that require correction due to agent/assistant error, Keller Williams Connected reserves the right to discontinue direct depositing funds into the associate's account. This includes neglecting to add referrals to the transaction.
- _____ To view a breakdown of your commission, you will need to go into Command and download or print your DA paperwork.
- _____ If you change bank accounts, you must notify the Assistant Market Center Administrator in writing ASAP so deposits are not made to incorrect accounts. Any fees incurred due to this will be charged to the agent in the cases where the Market Center is not notified of the agent's new banking information.

Agent Signature and Date