Logo, company name

Description automatically generated

**Internal Payout Process – Pay within the Brokerage**

We love seeing you all work together! To help you all get paid accurately when working a file together, please follow the process below.

Please note, that unless already on an announced team, Payroll does not know if you are splitting your commission with anyone else inside our brokerage without this form.

**When paying anyone else from your commission, the Top Equity Referral Form needs be filled out, signed and uploaded in the closing documents for your payroll team in dotloop**

This includes:

Paying In-Office TC’s

Paying Another Agent within our Brokerage

Paying your Mentor’s - Mentorship Program

Paying your Team Lead (if different than what we already have on file from the Team Leader)

**Form is Located**: In the closing documents of your Loops in Dotloop

**Titled**: Top Equity Referral Form (see screen shot below)

Graphical user interface, text, application, email

Description automatically generated

You’ll notice it looks exactly like the form you use for an external referral – we kept it easy for you.

1- Fill out and sign the form – it’s editable in dotloop

2- Send for signatures

3-Load the **signed** document to the Top Equity Referral Form home in dotloop. When we review the file for payroll, this form will notify Payroll to split your commission per your wishes! 😊

4-You will still receive a final commission form to sign, please verify the split is accurate. Without this form, Payroll has no idea that you are splitting your commission with anyone else.

Top Equity Referral Form Example Below:

\*\*In this example, Bre and Kristin split this deal 50/50 -

Bre was the Main Agent on this deal, making Bre the Sending Agent. Bre approves sending 50% of this closing to Kristen.

Kristen is the Co-Agent on this deal, making Kristen the Receiving agent. Kristen approves receiving 50% of this closing from Bre’s Commission.

Both signed the referral form and loaded it to the Top Equity Referral Form Placeholder in Dotloop. Submit for review when Settlement Statements are ready for review.

Graphical user interface, application, Word

Description automatically generated

Disclosure \*\*\*If a dispute should arise between the TC/Agent/Mentor/ICA, TER, the brokerage, will refer to the signed document. The Brokerage IS NOT RESONSIBLE FOR DISPUTE RESOLUTION. The agreement and dispute process are solely between the signers. Any changes must be in writing by both signers.