

PLATINUM

REAL ESTATE . COM

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PLATINUM REAL ESTATE ENTERPRISES

COMMISSION DISBURSEMENT & DIRECT DEPOSIT AUTHORIZATION FORM

(ACH • Wire • Zelle)

This form authorizes **Platinum Real Estate Enterprises** to disburse commission proceeds to the Agent using the method selected below. **All agents are required to have Direct Deposit (ACH) on file.**

IMPORTANT DISBURSEMENT POLICY (PLEASE READ CAREFULLY)

- **Direct Deposit (ACH) is REQUIRED and is the DEFAULT payment method**
- **Wire and Zelle are OPTIONAL backup methods**, requested per closing
- **Paper checks are strongly discouraged**
- This form **must be completed during onboarding**
- This form **must be uploaded with EVERY closing** to confirm the desired disbursement method
- If no form is submitted with a closing, **ACH Direct Deposit will be used automatically**

AGENT INFORMATION

Agent Full Legal Name: _____

Georgia Real Estate License Number: _____

Social Security Number OR EIN (Required):

SSN: _____ EIN: _____

Address: _____

Email Address: _____

Cell Phone: _____

BANK ACCOUNT INFORMATION

(REQUIRED – Used for ACH Direct Deposit and Wire Transfers)

Bank Name: _____

Routing Number: _____

Account Number: _____

Account Type:

Checking Savings

Account Ownership:

- Personal Business

DISBURSEMENT METHOD SELECTION

(Select ONE per closing)

OPTION 1 – DIRECT DEPOSIT (ACH)

DEFAULT & RECOMMENDED

- Funds will be deposited directly into the bank account listed above
- No additional processing or shipping fees
- Used automatically if no other option is selected

OPTION 2 – WIRE TRANSFER

(Backup Option – Must Be Requested Per Closing)

- Wire fees charged by the bank (if any) may be deducted from commission
- Subject to bank processing timelines

I am requesting **Wire Transfer** for this closing

OPTION 3 – ZELLE

(Backup Option – Availability Not Guaranteed)

Zelle Recipient (Email or Mobile Number):

Zelle Account Type:

- Personal Business

IMPORTANT ZELLE DISCLOSURE:

Zelle transaction limits are determined by the receiving bank and Zelle and are **outside the control of Platinum Real Estate Enterprises**. If Zelle is unavailable, delayed, or exceeds bank limits, the Agent agrees that funds may be disbursed via **ACH Direct Deposit** instead.

I am requesting **Zelle** for this closing

PAPER CHECK POLICY (NOT RECOMMENDED)

Platinum Real Estate Enterprises strongly discourages commission disbursement by paper check due to processing delays, administrative costs, and delivery expenses.

If an Agent **requests a paper check**, the Agent understands and agrees to the following:

- **Administrative Processing Fee: \$50.00**
- **FedEx Shipping Fee: \$50.00**
- **Processing & Delivery Time:**
 - May take **up to 7 - 10 business days**
- **Fee Deduction:**
 - Both the **\$50.00 admin fee** and the **FedEx shipping cost** will be **deducted from the commission**

I acknowledge and accept the **\$50.00 administrative fee** and **FedEx shipping fee** if I request a paper check.

AGENT ACKNOWLEDGMENT & AUTHORIZATION

By signing below, I acknowledge and agree that:

- **Direct Deposit (ACH) is required** and will be set up as my default disbursement method
- I must submit this form **with every closing** to request Wire or Zelle
- If no form is submitted, **ACH Direct Deposit will be used automatically**
- Zelle availability and limits are **not guaranteed**

- I am responsible for ensuring all banking and payment information is accurate
- Platinum Real Estate Enterprises may rely on the information provided to disburse funds
- The closing department will have the authority to send the money

DISBURSEMENT METHOD DETERMINATION

The Agent acknowledges that the selected disbursement method is a **request only**. **Platinum Real Estate Enterprises' Closing Department retains final authority** to determine the method of commission disbursement based on transaction timing, banking limitations, compliance requirements, and operational considerations.

If the requested method is unavailable or impractical, the Closing Department may disburse funds using **Direct Deposit (ACH)** or another approved method without delay.

I hereby authorize **Platinum Real Estate Enterprises** to disburse my commission proceeds using the method selected above.

Agent Signature: _____

Date: _____