DISTILLED
TITLE COMPANY

Commission Instructions

Brokers: send this form (and a current W-9 if we don't have one on file) before closing so commissions can be disbursed accurately on the settlement statement.

Transaction

Property address

City

ZIP

Buyer(s)

Seller(s)

Sale price

Anticipated closing date

Distilled file # (if known)

This form is for the

- [ ] Listing side
- [ ] Buyer / selling side
- [ ] Both (dual agency)

Brokerage

Brokerage name

Brokerage phone

Brokerage address

City, State, ZIP

Agent name

Agent license #

Agent phone

Agent email

Commission

Total commission ($ or %)

Paid by

Commission split / co-op ($ or %)

Referral fee (payee and amount), if any

Transaction / admin fee charged to client ($, and who pays)

Disbursement method

- [ ] Check for pickup
- [ ] Mail check to brokerage
- [ ] Wire / ACH (we will call to verify)

For wire or ACH, we verify instructions by phone with the brokerage at a known number.
Do not write bank account or routing numbers on this form.

Authorization

Managing broker name

Signature

Date

Protect your funds
Distilled Title will never email or text you new or changed wiring instructions. Before sending money, call our office at a number you know is ours and confirm the instructions with a person.