

PROCESS OF GETTING PAID ON A CLOSED TRANSACTION

1. After an agent has submitted the FD (finalized deal) for the transaction in platform, the commission check and settlement statement should be placed in the white trays by the deposit computers in each office location. For Staunton, that computer is in the copy room and for Harrisonburg, that computer is in Keri's office.
2. **Day 1** New FD transactions from the previous day in platform will be logged by the LB (or assign) onto a spreadsheet that Nest SV shares with Accounting HQ.
3. Those transactions will also be marked as either ready for funding (all documents were submitted in platform correctly) OR document corrections needed.
4. If corrections are needed, LB (or assign) will notify the agent and work to get them corrected. Transactions that need corrections sometimes take several days to correct/complete. Your check cannot be deposited until all items are corrected.
5. **Day 2** LB (or assign) will review the spreadsheet for transactions that are marked ready for funding and deposit the commission check into Nest Realty's bank account. **
6. **Day 3** The day after the commission check is deposited, Accounting will submit the ACH transfer to your financial institution, and you should receive a funding summary from Nest's Accounting department.
7. **Day 4** and After Funds should be available in your bank account. This will depend upon your financial institution's deposit policy and there may be a delay if the ACH transfer falls over the weekend or a federal holiday.

**for accounting purposes, the last day of the month that checks can be deposited by Nest SV into Nest Realty's bank account is the 29th. No checks will be deposited on the 30th or 31st of the month.