



VIRGINIA CAPITAL

REAL ESTATE

Commissions: In order to make sure that you are paid as quickly as possible, Virginia Capital Real Estate processes agent commission checks every Monday and Wednesday, and most Thursdays, except for bank holidays or unexpected closings. Funds for processed commissions are direct deposited into the agent's bank account on record within two business days following these processing days.

Agent Account: With your authorization, Virginia Capital Real Estate will debit the full outstanding balance on your agent account from the bank account we have on record. These funds will be debited between the 10th and the 15th of each month. Note: Unpaid invoices are subject to a \$10 monthly finance charge (or 10% of the full overdue balance, whichever is higher) on the 15th of the month following issuance.

Please provide your banking account information below.

Agent Name _____ Name on Account _____

Agent Address _____

Bank Name _____ Check one: Checking Savings

Routing Number _____ Account Number _____

AUTHORIZATION FOR DIRECT PAYMENT VIA ACH & ACH DEBIT

*I authorize **Virginia Capital Realty** ("COMPANY") to electronically deposit my commissions into the account referenced above. I further authorize **Virginia Capital Realty** ("COMPANY") to debit my account monthly the full amount of any open balance due between the 10th and 15th of each month. I agree that both types of ACH transactions are authorized to comply with all applicable laws.*

I understand that this authorization will remain in full force and effect until I notify the COMPANY in writing that I wish to revoke this authorization. I understand that the COMPANY requires at least 14 days prior notice in order to cancel this authorization.

Agent Name _____

Signature _____