

Important Broker Notice

Agent-Direct Electronic MLS Payments

Beginning January 1, 2013 Great Plains REALTORS® MLS is changing the way monthly MLS fees are collected. The enclosed notice outlines the details for your agents.

As the company broker you are currently charged \$71.00 each month, plus \$30.00 times the number of MLS agent-subscribers affiliated with your office (plus \$47 for each branch office). You have approximately 30 days to pay the bill in full to maintain MLS service for your office. You are then given the responsibility of collecting MLS fees from each agent in your office.

The new system will directly collect all MLS fees from you and your affiliated agent-subscribers electronically on the first business day of each month, with the goal of efficiency and fairness.

The flowchart on the reverse side outlines the payment and collection process.

What you need to do:

- Immediately distribute the enclosed Agent Notices with the Pre-Authorized Monthly Payment Agreement on the back side.
- Every office then needs to submit an authorization form for each individual agent-subscriber, specifying their preferred payment method: checking account, savings account, debit or credit card (VISA, MasterCard, Discover or American Express) prior to November 21, 2012.
- If the individual agent's MLS account is being paid by a third-party (or your company), the authorization form should be completed with the agent's name and the third-party account information (making sure the third-party name on the bank account is clearly identified on the authorization form).
- Note: No MLS fees will be assessed for December, 2012.
- Beginning January 1, 2013, monthly MLS fees will be electronically paid from all active MLS agent-subscribers, from their specified account on, or soon after, the first business day of the month. The transaction will appear on their bank or credit card statement.
- Any affiliated subscriber not submitting an electronic authorization will be terminated for non-payment according to the flow chart on the reverse side.
- Individual agent-subscribers wishing to terminate membership, or otherwise stop payment, must notify the GPRMLS office prior to the last business day of the month, to stop the electronic payment for the following month. Once the payment is generated there are no refunds due to late notice.
- Questions? Contact Debbie Peterson, DPeterson@OABR.com, or 402-619-5553.

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