

# Commission Payment Form

This form can be completed electronically, responses can be typed directly into the fields below.  
Please email completed form to [finance@terrischeer.com.au](mailto:finance@terrischeer.com.au)

## Section 1: Company Details

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Do you wish to receive commissions for eligible referrals made to Terri Scheer?      Yes      No

**If YES, please complete sections 2 and 3. If NO, please complete section 3.**

## Section 2: Commission Payment

ABN: \_\_\_\_\_

Are you registered for GST?:      Yes      No

**Please note:** Due to the administration required under GST Laws, Terri Scheer does not pay commissions to businesses not registered for GST or who do not provide GST status.

Payments are transferred electronically to your nominated account. We cannot pay commissions without details.

Bank Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_

Account Number: \_\_\_\_\_

**Please note:** Monthly commission payments are generated for accrued commission balances over \$99.00

## Section 3: Authorisation

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**Please note: If you update bank account details, cease management, sell the business or sell the rent roll, it is your responsibility to notify Terri Scheer of these changes. So that we can either finalise your account or set up a new commission account. We are unable to backdate commissions.**

## Office Use Only:

Contact Code: \_\_\_\_\_ Date Entered: \_\_\_\_\_