

# Greensheet Cheat Sheet

- For best results use Google Chrome as your browser
- Go to **Mykw.kw.com** and open **MyTransactions**. Find and open the Loop. Click **“View Details”** under the Loop title
- Scroll down to the bottom of the screen and click **“Submit to Greensheet”**
- Start with entering the proper **“Transaction Type”**



- All the **RED FIELDS** are mandatory to **“Submit to MCA”**
- Make sure to enter **“Contract Date” / “Close Date”**
- Enter the **“Sale Price” STOP**, now select either the **“Percentage” or “Flat”** button, don't forget to type the **“%” or “flat fee”** in the pop up box.
- Complete the Buyer / Seller sections (you can use **“Unkown”** for Sellers email , if it's not your seller)
- Your Greensheet will have a column for Agents A, B, & C.  
For this example we will **only show Column A**



## EXAMPLE OF A BUYER SALE

Fill in your **“Role”**

**“Type & Agency”** will be based on whether this is a listing or a sale transaction

**“Outside Referral”** use to enter when applicable. You need to obtain a W-9 from the brokerage that the referral will be sent to. You can enter either % or \$ amount

**“MC Approved Concession to Buyer or Seller”** is any **MLS fees** being charged or real concessions to the closing (approved by TL first) This field will **subtract** from commission

**“% commission split”** and **“Agent Royalty Rate”** will default to 70% and 6%. Keep default settings until you cap, then change to 100% and 0% (in the royalty section)

Indicate whether or not your are **“Capped on Royalty”**

**Agent A**

Add Person  
KW Agent Name \* Dana Cates

Agent Role \* Individual Agent

Type \* Sale

Class Buyer

Agency \* [Select]

Listing Unit \* 1

Sales Unit \* [Select]

Agent Written Volume 260000.00

Gross Commission \$ 7800.00

Outside Referral Percentage % [Select]

Outside Referral (-) \$ [Select]

MC Approved Concession to Buyer or Seller (-) \$ [Select]

Bonus/Admin Fee (+) \$ [Select]

-- split with MC or 100% to agent Split With MC

SubTotal \$ 7800.00

% Agent Commission Split 70

Agent Commission Subtotal \$ 5460.00

Agent Royalty Rate: 6 %

Capped on Royalty Yes (radio) No (radio)

Agent Royalty (-) 468.00

Agent Licensing (Future Use) [Select]

Inside Referral \$ [Select]

Agent's 1099/T4 Income \$ 4992.00

**“Agent A”** will default to your name

**“Unit”** = 1 (meaning 100%) (All agent units together must equal 1) In a listing sale this would be **“Listing Unit”**

**“Written Volume & Gross Commission”** will default from the **“Sales Price”** Section 2

**“Bonus/Admin Fee”** should be filled in with any additional commissions and/or bonuses you charged (Ex” \$250) This field will **add** to the commission

**“100% to agent”** NEEDS to be changed to **“Split with MC”**

“Pink Rectangle” of donation options are mandatory fields. You must enter a value, even if it is zero.

 KW Cares - Tax-deductible donation*	(-) \$ 50 <input type="text"/>	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>
 KW Kids Can - Tax-deductible donation*	(-) \$ 50 <input type="text"/>	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>
KW Family Fund - Not a Tax-deductible donation*	(-) \$ 50 <input type="text"/>	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>
<b>Bold Scholarship - Not a Tax-deductible donation*</b>	(-) \$ 50 <input type="text"/>	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>

The “Custom Deductions” area is where you will enter:

- donations to the Agent in Need fund (our local agents)
- Capped agent fee (\$50)
- **Mentor fee (14%) (.14 x “Agent Subtotal”)**
- Personal transaction fee (\$50)

Buyer's Home Warranty	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>
Agent Concession to Buyer or Seller	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>
Other Deductions	deduction 1 <input type="text"/>	deduction 1 <input type="text"/>	deduction 1 <input type="text"/>
	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>
	deduction 2 <input type="text"/>	deduction 2 <input type="text"/>	deduction 2 <input type="text"/>
	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>
	deduction 3 <input type="text"/>	deduction 3 <input type="text"/>	deduction 3 <input type="text"/>
	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>
	deduction 4 <input type="text"/>	deduction 4 <input type="text"/>	deduction 4 <input type="text"/>
	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>
Custom Deductions	Agent In Need Fund	Agent In Need Fund	Agent In Need Fund
	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>
	Capped Agent Fee	Capped Agent Fee	Capped Agent Fee
	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>
	Coaching/Mentor Fee	Coaching/Mentor Fee	Coaching/Mentor Fee
	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>
	DMC Mngt- Denise Casey	DMC Mngt- Denise Casey	DMC Mngt- Denise Casey
	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>
	Personal Transaction Fee	Personal Transaction Fee	Personal Transaction Fee
	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>	(-) \$ <input type="text"/>
Net Agent Check	\$ 4792.00	\$ <input type="text"/>	\$ <input type="text"/>

Please verify that your “Net Agent Check” looks accurate

- If you have **both sides of the transaction**, you will complete column A for the listing side and column B for the sales side
- If you are **sharing a transaction and commission with an associate in our office**, fill out column A for your portion and column B for the other associate’s portion. The unit amounts should total 1 (meaning 100%) for both sides of the transaction
- You **CAN NOT** type a name in the AGENT B field. You must click the [Search] button and search for the name and select it once found
- You can use the “Notes” section to communicate special needs to the MCA (especially notes concerning the “Gross Commission” breakdown)
- Click “Submit to MCA” then place a **printable copy (PDF)** in your loop. Once your loop passes compliance, a **DA (Disbursement Authorization)** will be created and the MCA will upload the DA directly to your loop
- The DA should match the final payout amount from the title company. If the **DA was not requested at least 72 hours prior to closing**, just bring the check from closing back to the office.