Follow these steps when you need to pay a referral fee out of the Real Estate Agent/Broker commission.
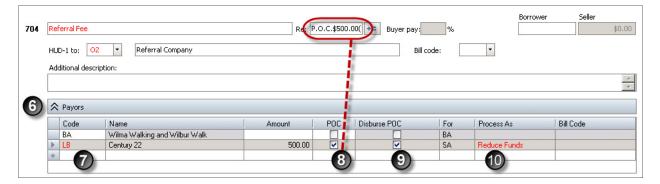
1. In the Contact grid, add the referral company as an **O**-Other Contact type

2. Navigate to the **Commissions (700)** screen
3. In the next available line, enter the **Description**
4. In the **Seller** column, enter the referral fee amount
5. In the **HUD-1 To Code** drop-down, select the referral company you entered as an **O**-Other Contact

6. Expand the **Payors** more/less bar
7. Change the Payor **Code** drop-down to the appropriate Real Estate Agent/Broker (**LB**-Listing Agent/Broker or **SB**-Selling Agent/Broker)
8. Check the **POC** check box (if necessary, overwrite the system-generated POC verbiage)
9. Check the **Disburse POC** check box
10. In the **Process As** drop-down, select **Reduce Funds**

Viewing the Disbursement

To view the disbursement to the referral company,

1. Navigate to the **HUD-1 Amounts** screen

2. For the real estate broker paying the fee, click the **Group** link