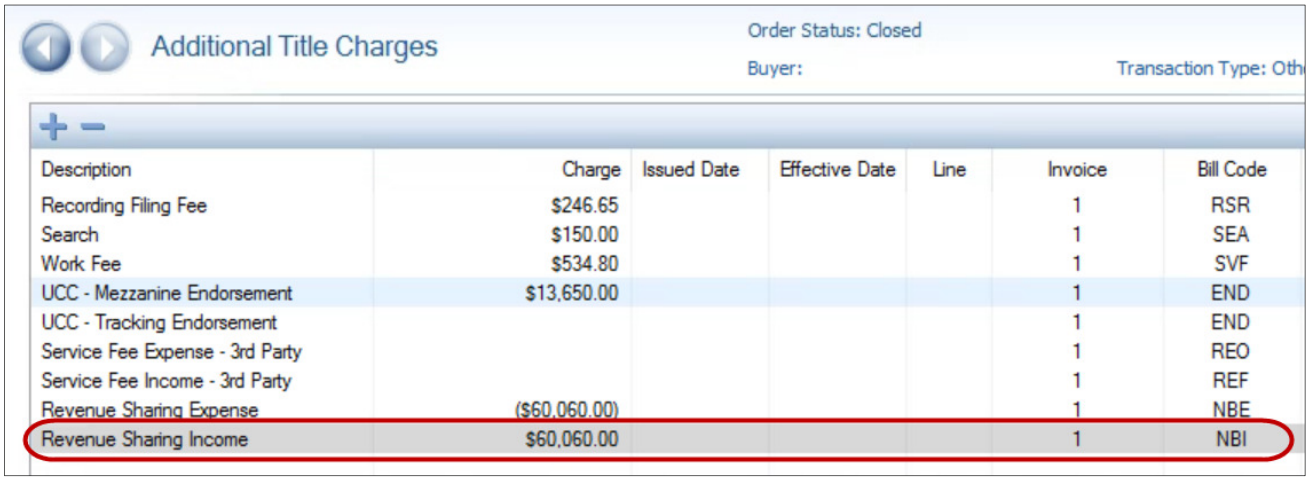
Paying the FFSR by Separate Check/Wire

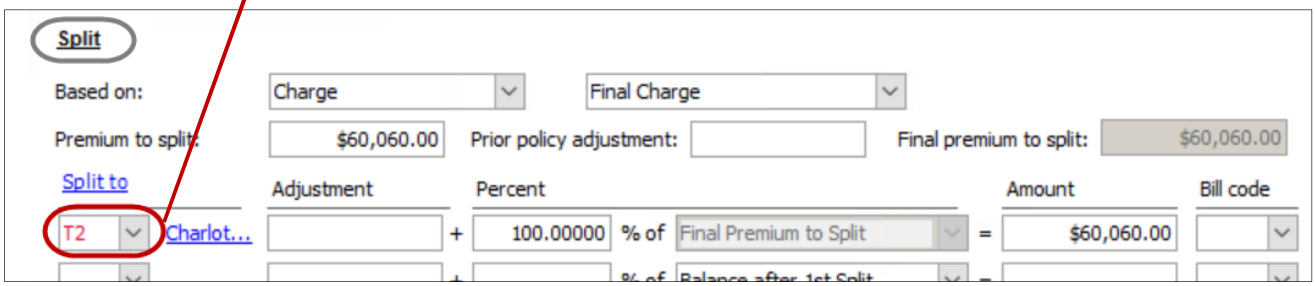
Follow these steps to pay Fees for Services Rendered (FFSR) by separate check or wire in lieu of an internal accounting transfer.

1. Navigate to the **Additional Title Charges** screen
2. Highlight the **Revenue Sharing Income** entry that is to be paid separately; this should have a **Bill Code = NBI**



Description	Charge	Issued Date	Effective Date	Line	Invoice	Bill Code
Recording Filing Fee	$246.65				1	RSR
Search	$150.00				1	SEA
Work Fee	$534.80				1	SVF
UCC - Mezzanine Endorsement	$13,650.00				1	END
UCC - Tracking Endorsement					1	END
Service Fee Expense - 3rd Party					1	REO
Service Fee Income - 3rd Party					1	REF
Revenue Sharing Expense	($60,060.00)				1	NBE
Revenue Sharing Income	$60,060.00				1	NBI

3. Scroll down to the **Split** section
4. Make note of the **Split to** entry (i.e., **T2, T3, T4**, etc.); this is the payee whose payment requires a separate check or wire



5. Navigate to the **Order Contacts** screen
6. Double-click the **T**-Contact noted above (**Step 4**)
7. Make note of the contact information (name and address); you need to manually add this same information below

Type	Name	Code
Buyer/Borrower		B
Other	Chicago Title Insurance Company	O
Title Company	Chicago Title Insurance Company	T
Title Company	Charlotte NC CTIC	T2
Underwriter	Chicago Title Insurance Company	U

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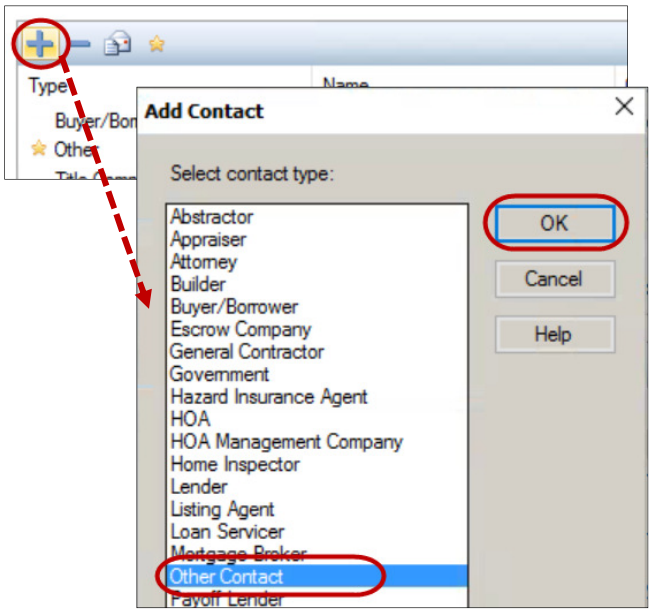
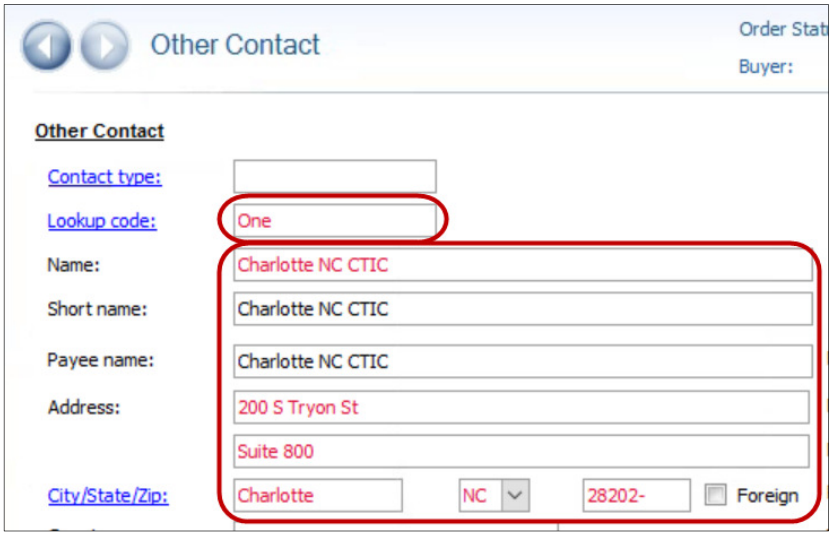
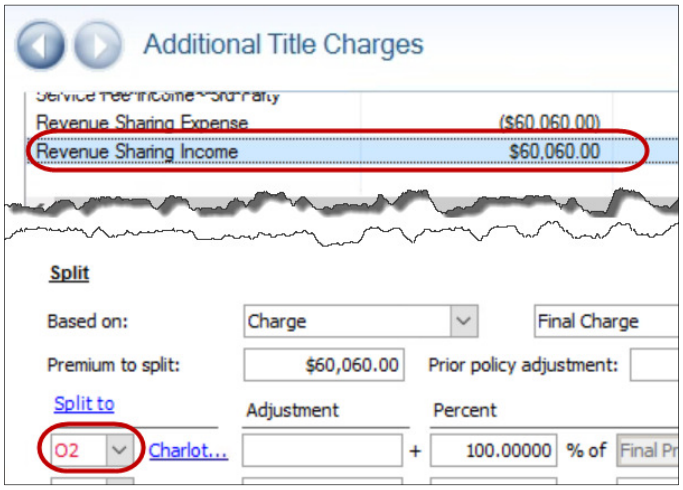
8. Click the **Add Contacts** icon
9. From the **Add Contact** window, highlight the **Other Contact**
10. Click the **OK** button



11. In the **Lookup code** field, enter *one*
12. Enter the contact information noted above (**Step 7**)



13. Navigate to the **Additional Title Charges** screen
14. Highlight the corresponding **Revenue Sharing Income** entry in the grid
15. Scroll down to the **Split to** entry
16. From the **Split to** drop-down, select the newly created **O**-Contact



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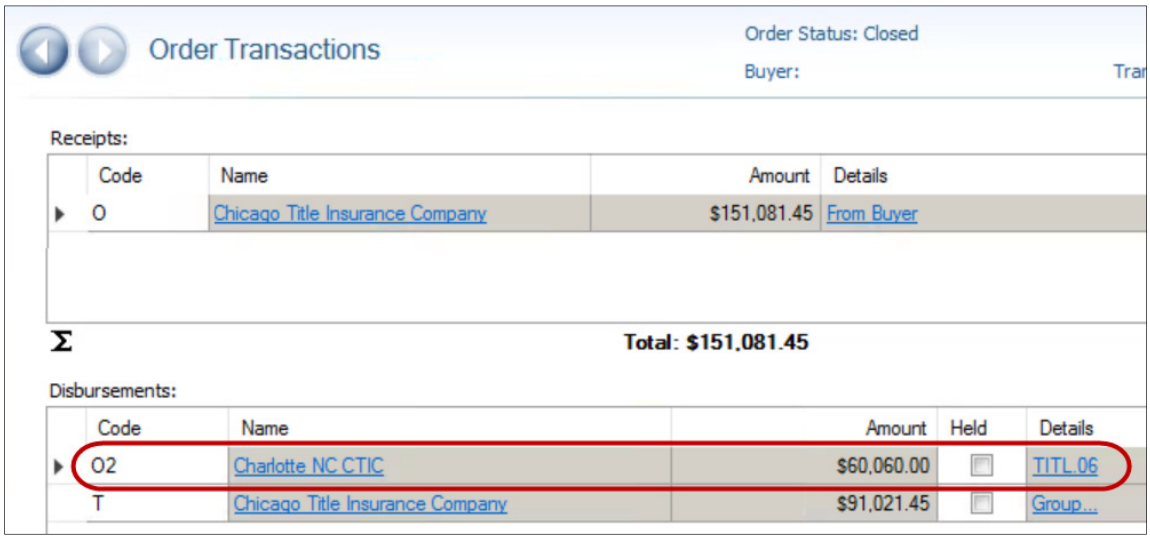
17. Navigate to the **Order Transactions** screen
18. Verify the **Revenue Share Income** amount shows as a separate disbursement



19. Disburse as normal

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