

Adjusting Splits for National Orders


This guide is for orders opened with the Natl templates (Escrow only, previously referred to as Outbound), where we are conducting the closing and the Title Policy is issued outside of the operation. There may or may not be an agreement in place to share revenue with the party referring the business, issuing title or both. Adjustments need to be made on all National Orders as the first set of revenue splits are built into the National templates. Because of this, it is important to follow the steps outlined in the applicable sections below for your transaction.

Split Scenarios:

- » [No Revenue Share/Split Agreement in Place \(0 splits\)](#)
- » [Splitting Revenue with Title Insurance Provider \(1 split\)](#)
- » [Splitting Revenue with Title Insurance Provider and Referring Agent/Attorney \(2 splits\)](#)

IMPORTANT: Revenue sharing splits are only permitted for one property at a time in all split scenarios. If more than one property is entered in the order but the split applies to the entire order, uncheck all but the first property. If splits are needed for multiple properties in one order, seek assistance if an applicable job aid is not available.

Scenario 1: No Revenue Share/Split Agreement in Place (0 splits)

1. Navigate to the **Additional Title Charges** screen
2. Remove all **Revenue Sharing** entries
 - a. Highlight the first entry
 - b. Click the **Delete Additional Title Charges**  icon
 - c. Repeat until all revenue sharing entries are removed

Additional Title Charges							Order Status: I
							Flash: FMLP / T
Description	Charge	Issued Date	Effective Date	Line	Invoice	Bill Code	
Escrow Closing Fee	\$2,500.00			TTL.02	1	ESC	
Coordination Fee	\$250.00			TTL.01		NCF	
(Empty)							
Owner's Policy Premium	\$5,000.00			TTL.03			
Endorsements to Owner's Policy	\$1,500.00			TTL.04			
Loan Policy Premium	\$800.00			TTL.05			
Endorsements to Loan Policy	\$2,200.00			TTL.06			
Service Fee Income - 3rd Party	\$3,800.00			REV.01		REF	
Service Fee Expense - 3rd Party	(\$3,800.00)			REV.01		REO	
Revenue Sharing Income	\$4,180.00			REV.01		NBI	
Revenue Sharing Expense	(\$4,180.00)			REV.01		NBE	

Scenario 2: Splitting Revenue with Title Insurance Provider (1 split)

1. Navigate to the **Additional Title Charges** screen
2. Enter the premiums to be paid to the **T2-Outside Title Company** on the designated lines

Description	Charge	Issued Date	Effective Date	Line
Escrow Closing Fee	\$2,500.00			TTL.02
Coordination Fee	\$250.00			TTL.01
(Empty)				
Owner's Policy Premium	\$5,000.00			TTL.03
Endorsements to Owner's Policy	\$1,500.00			TTL.04
Loan Policy Premium	\$800.00			TTL.05
Endorsements to Loan Policy	\$2,200.00			TTL.06
Service Fee Income - 3rd Party	\$3,800.00			REV.01

3. Remove Revenue Sharing entries that are not applicable as shown below (use the process provided in **Scenario 1: steps 2a-b** for the pertinent entries only).

If the Title Provider is,

- » In-Family: remove the **Service Fee Income** and **Service Fee Expense** entries
- » Out-of-Family (non-FNF): remove the **Revenue Sharing Income** and **Revenue Sharing Expense** entries

Endorsements to Loan Policy	\$2,200.00	
Service Fee Income - 3rd Party	\$3,800.00	Remove if In-Family
Service Fee Expense - 3rd Party	(\$3,800.00)	
Revenue Sharing Income	\$4,180.00	Remove if Out-of-Family
Revenue Sharing Expense	(\$4,180.00)	

4. Navigate to the **Statement Charges** screen
5. Locate and click the **Line number** link for the **Revenue Sharing/Hidden Splits** entry

Description	Re	To	Name	C/D
▶ 01 Revenue Sharing / Hidden Splits				
<Click here to add a row>				
Subtotals				
▶				

6. Confirm the,
 - a) **Income** entry shows the **T-Title Company** (our operation's share)
 - b) **Expense** entry shows the,
 - i. **To** code and the **Payor Code = T2-Outside Title Company**
 - ii. **Process As = Reduce Funds** (which reduces their premium))

Revenue Sharing							
Charges for Line 01							
Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller	
1 Revenue Splits Below							
2							
3 Service Fee Income - 3rd Party		T	\$3,800.00				
4 Service Fee Expense - 3rd Party		T2	(\$3,800.00)				
5 Revenue Sharing Income		T	\$4,180.00				

Code	Name	Amount	POC	Disburse POC	For	Process As	Bill Code
T2	Waco Title Company	\$3,800.00	<input type="checkbox"/>	<input type="checkbox"/>	B	Reduce Funds	REO

Once all charges are verified,

7. Click the **Register** button
8. Disburse as normal

Scenario 3: Splitting Revenue with Title Insurance Provider and Referring Agent/Attorney (2 splits)

The National Templates applied when the order was opened included the contact for the referring party as the **T3-Title Company** (ensure the Contact is entered). The split to the referring company is applied when the Workshare Split template is applied (in a later step).

1. Navigate to the **Additional Title Charges** screen
2. Enter the premiums to be paid to the **T2-Outside Title Company** on the designated lines

Description	Charge	Issued Date	Effective Date	Line
Escrow Closing Fee	\$2,500.00			TTL.02
Coordination Fee	\$250.00			TTL.01
(Empty)				
Owner's Policy Premium	\$5,000.00			TTL.03
Endorsements to Owner's Policy	\$1,500.00			TTL.04
Loan Policy Premium	\$800.00			TTL.05
Endorsements to Loan Policy	\$2,200.00			TTL.06
Service Fee Income - 3rd Party	\$3,800.00			REV.01

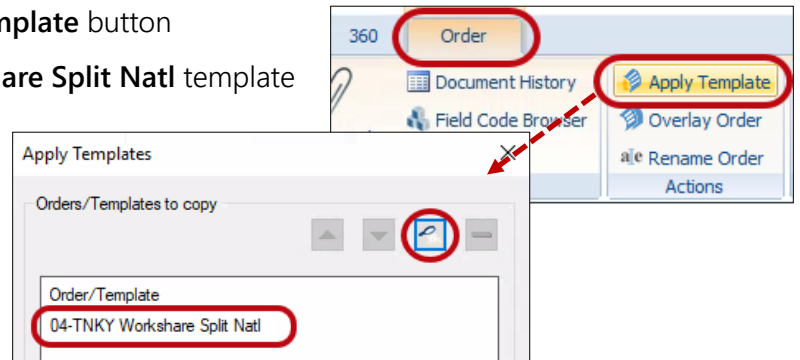
3. Remove Revenue Sharing entries that are not applicable as shown below (use the process provided in **Scenario 1: steps 2a-b** for the pertinent entries only).

- » In-Family: remove the **Service Fee Income** and **Service Fee Expense** entries
- » Out-of-Family (non-FNF): remove the **Revenue Sharing Income** and **Revenue Sharing Expense** entries

Endorsements to Loan Policy	\$2,200.00	
Service Fee Income - 3rd Party	\$3,800.00	Remove if In-Family
Service Fee Expense - 3rd Party	(\$3,800.00)	
Revenue Sharing Income	\$4,180.00	Remove if Out-of-Family
Revenue Sharing Expense	(\$4,180.00)	

Adjusting Splits for National Orders

- From the **Order** ribbon, click the **Apply Template** button
- Search for and select the **04-TNKY Workshare Split Natl** template



Once the template is applied, two new entries are added to the **Additional Title Charges** screen.

Description	Charge	Issued Date	Effective Date	Line	Invoice	Bill Code
Escrow Closing Fee	\$2,500.00			TTL.02	1	ESC
Coordination Fee	\$250.00			TTL.01		NCF
Owner's Policy Premium	\$12,000.00			TTL.03		
Endorsements to Owner's Policy	\$1,000.00			TTL.04		
Loan Policy Premium	\$2,000.00			TTL.05		
Endorsements to Loan Policy	\$5,000.00			TTL.06		
Revenue Sharing Income	\$10,800.00			REV.01		NBI
Revenue Sharing Expense	(\$10,800.00)			REV.01		NBE
Service Fee Income - 3rd Party	\$5,000.00			REV.01	1	REF
Service Fee Expense - 3rd Party	(\$5,000.00)			REV.01	1	REO

These entries may look the same as those brought in with the original order, but their behavior is much different.

- › This **Service Fee Income** calculates the amount to the referring company (using the **Minimum charge** field – total premiums- and the amount entered in the **Multiplication %** field).

Code	Name	Amount
BA	Proposed Insured	\$1.00
L		\$1.00

Code	Name	Amount	Help	Details
T3	Burr & Forman LLP	\$5,000.00		REV.01
S	Crae Creak	\$1,998,750.00		To Seller
T	Fidelity National Title Insurance Company	\$8,550.00		Group...
T2	Ticor Title (Newport Beach - CA)	\$9,200.00		Group...

Description: Service Fee Income - 3rd Party

Transaction code: []

Issued date: (None)

Calculate Charge

Minimum charge: \$20,000.00

Charge based on: []

Multiplication %: 25.00000 %

Adjustment: +/-

Charge: \$5,000.00

Total: \$2,021,500.00

Adjusting Splits for National Orders

- > This **Service Fee Expense** entry takes that amount from the operation's portion.

Disbursement Details for T			
Available to Group:		Grouped:	
Code	Amount	Details	
T	\$250.00	TTL.01	
T	\$2,500.00	TTL.02	
T	\$10,800.00	REV.01	
Less Reductions:			
Code	Name	Amount	Details
T	Fidelity National Title Insurance Company	\$5,000.00	REV.01

6. Navigate to the **Statement Charges** screen
7. Locate and click the **Line number** link for the **Revenue Sharing/Hidden Splits** entry
8. Confirm the
 - a) First **Income** entry shows the **T-Title Company** (our operation's share)
 - b) First **Expense** entry shows the,
 - i. **To** code and the **Payor Code = T2-Outside Title Company**
 - ii. **Process As = Reduce Funds** (which reduces their premium)
 - c) Second **Income** entry shows the **T3-Title Company** (our operation's share)
 - d) Second **Expense** entry shows the,
 - i. **To** code and the **Payor Code = T-Outside Title Company**
 - ii. **Process As = Reduce Funds** (which reduces their premium)

Revenue Sharing							
Charges for Line 01							
Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit	
3 Revenue Sharing Income		T	\$10,800.00				
4 Revenue Sharing Expense		T2	(\$10,800.00)				1st Income/Expense
5 Service Fee Income - 3rd Party		T3	\$5,000.00				2nd Income/Expense
6 Service Fee Expense - 3rd Party		T	(\$5,000.00)				

Code	Name	Amount	POC	Disburse POC	For	Process As	Bill Code
T2	Fidelity National Title Insurance Company	\$10,800.00	<input type="checkbox"/>	<input type="checkbox"/>	B	Reduce Funds	NBE

- Once all charges are verified,
9. Click the **Register** button
 10. Disburse as normal