

Adding for In-Family Revenue Sharing Orders

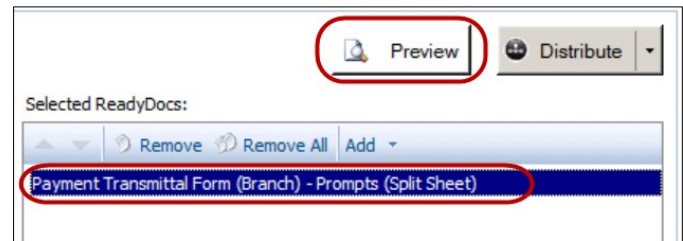
Follow these steps to enter the revenue share entries for In Family Revenue sharing on CSS orders.

Generating the Payment Transmittal Form

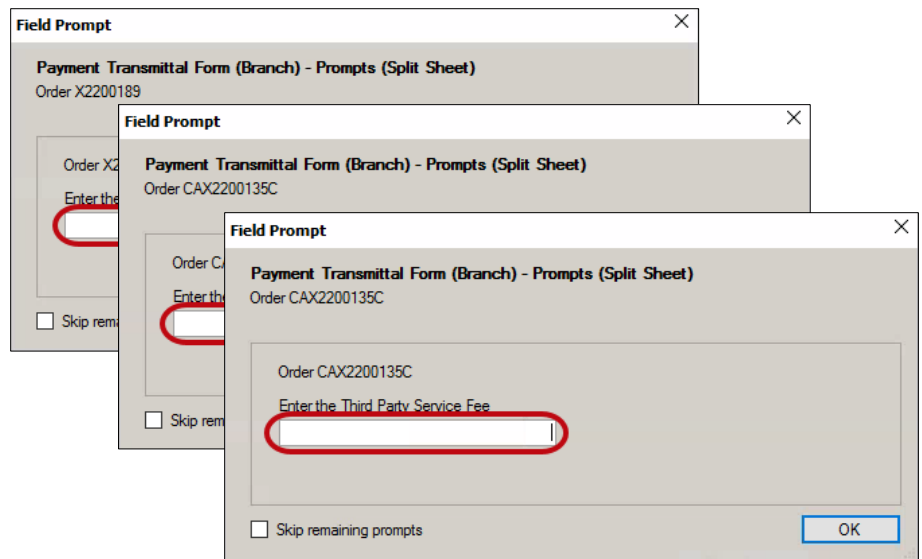
If you have already created the **Payment Transmittal Form (Branch) – Prompts (Split Sheet)** or manually calculated the revenue share skip to the applicable section:

- > [Escrow Only Revenue Share Outside Title](#)
- > [T&E or TO Revenue Share Internal Title](#)

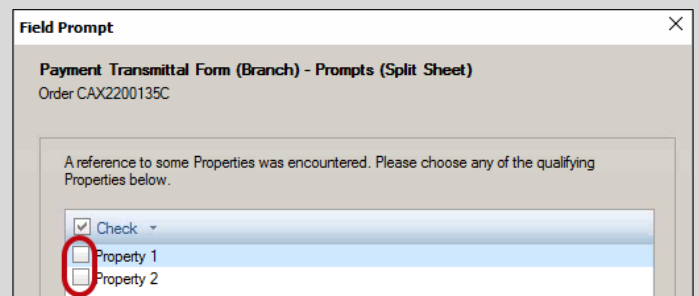
1. From the **Order** ribbon, click the **Documents** button
2. Search for and select the **Payment Transmittal Form (Branch) – Prompts (Split Sheet)**
3. Click the **Preview** button



4. When prompted,
 - a) Enter the total amount for **Owners Policy**; click **OK**
 - b) Enter the total amount for **Loan Policy**; click **OK**
 - c) Enter the **Third-Party Service Fee** (if applicable); click **OK**



NOTE: If your transaction has multiple properties, you are prompted to select the qualifying properties as well.



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You will use the calculated **Net Revenue**, **Premium to Branch Office (46%)** and **Service fee to Commercial Services** amounts in the following steps.

Payment Transmittal Form (Branch) - Prompts (Split Sheet)

Order X2200189

Document 1 of 1

Distribute

Property Address:	Property 1, Irvine, CA 92602 Property 2, Irvine, CA 92602
Owners Policy Amount:	\$2,453.00
Loan Policy Amount:	\$1,068.00
Total Revenue: *	\$3,521.00
Less Service Fee to 3rd party (if applicable):	\$0.00
Net Revenue:	\$3,521.00
Premium to Branch Office (56%): (includes 12% corporate underwriting fee)	\$1,971.76
Service Fee to Commercial Services (44%): (includes 20% sales commission)	\$1,549.24

Escrow Only Revenue Share Outside Title

1. Navigate to the **Additional Title Charges** screen
2. Highlight the **Owner's Title Premium – Outside Title** entry in the grid as applicable
3. In the **Charge** field, enter the amount

Additional Title Charges

Order S1
Buyer: F

Description	Charge	Issued Date	Effective Date	Line
Settlement Fee	\$1.00			
Search and Exam Fee	\$1.00			
Survey	\$1.00			
Update Title	\$1.00			
Attorney Review	\$1.00			
Revenue Sharing Income Net (Gr Prem)				
Revenue Sharing Income Net (Issue ...)				
Revenue Sharing Expense (In Family)				
Owner's Title Premium - Outside Title				
Loan Title Premium - Outside Title				

Issue: (None) ✓

Calculate Charge

Minimum charge:

Maximum charge:

Charge based on:

Amount:

Multiplication %: %

Calculate charge ☐

Adjustment: +/-

Seller pay:

Charge: Taxable ☐

Line:

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4. If applicable, highlight the **Loan Title Premium – Outside Title** entry in the grid
5. In the **Charge** field, enter the amount
6. If applicable, highlight the **Endorsements – Outside Title** entry in the grid
7. In the **Charge** field, enter the amount of all endorsements

Description: **Loan Title Premium - Outside Title**
Transaction code:
Issued date: (None)
Effective date: (None)
Calculate Charge
Minimum charge:
Charge based on:
Multiplication %: %
Adjustment: +/-
Charge: **\$1,068.00**

Description: **Endorsements - Outside Title**
Transaction code:
Issued date: (None)
Calculate Charge
Minimum charge:
Charge based on:
Multiplication %: %
Adjustment: +/-
Charge:
☐ Taxable

8. Highlight the **Revenue Sharing Income Net (Gr Prem)** entry in the grid
9. In the **Charge** field, press the **F2** key to allow the system to populate the correct amount; this is the total of all premiums (OP, LP and endorsements)

Attorney Review	\$1.00
Revenue Sharing Income Net (Gr Prem)	
Revenue Sharing Income Net (Issue ...	
Revenue Sharing Expense (In Family)	
Owner's Title Premium - Outside Title	\$2,453.00
Loan Title Premium - Outside Title	\$1,068.00

Policy:
Coverage amount:
Description: **Revenue Sharing Income Net (Gr Prem)**
Transaction code:
Issued date: (None)
Effective date: (None)
Calculate Charge
Minimum charge:
Charge based on:
Multiplication %: %
Adjustment: +/-
Charge: **\$0.00** ☐ Taxable

Press the F2 key to populate the amount
Adjustment: +/-
Charge: **\$3,521.00** ☐ Taxable
Seller pay:
Line: **REV.01** **CSS**

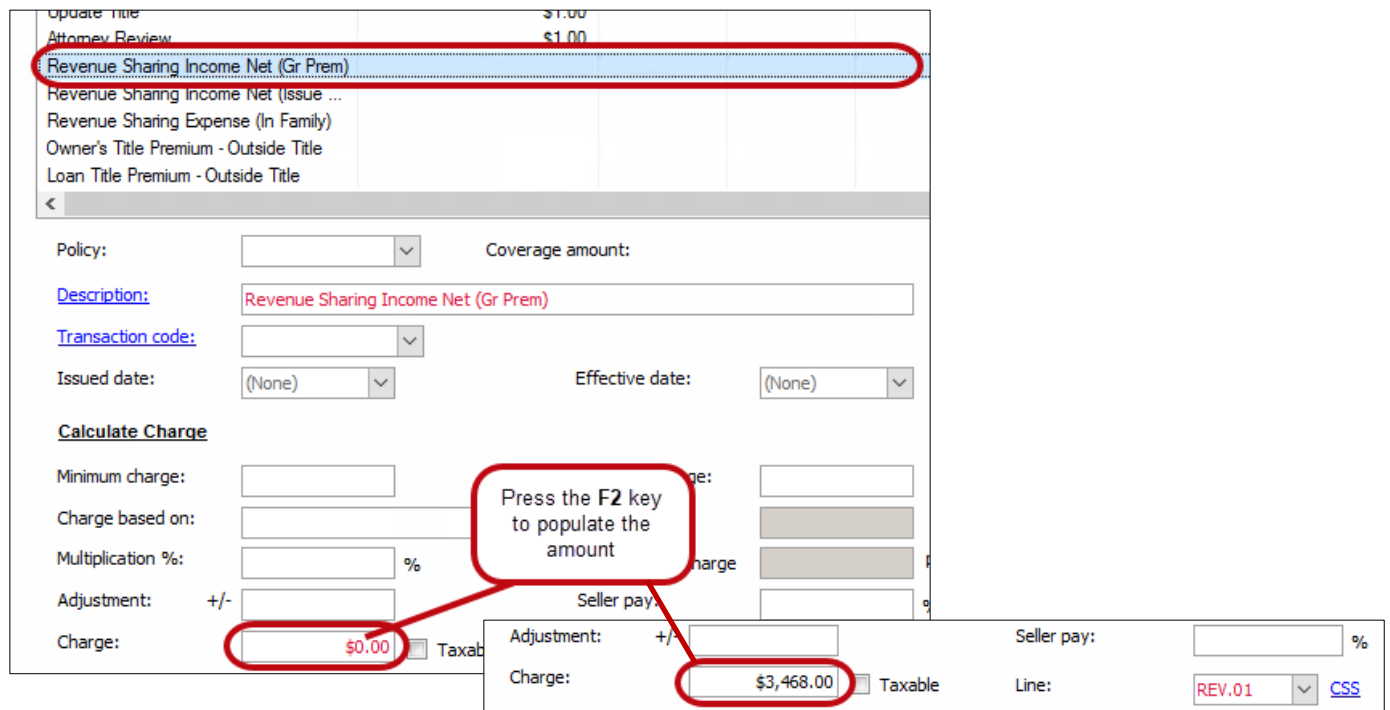
The **Revenue Sharing Income Net (Issue Office Share)** and **Revenue Sharing Expense (In Family)** entries populate with the applicable amounts.

Revenue Sharing Income Net (Gr Prem)	\$3,521.00
Revenue Sharing Income Net (Issue Office Share)	(\$1,971.76)
Revenue Sharing Expense (In Family)	(\$1,549.24)
Owner's Title Premium - Outside Title	\$2,453.00

Adding for In-Family Revenue Sharing Orders

T&E or TO Revenue Share

1. From the,
 - a) **Policy Selection** screen, verify the **Policy lookup Code**
 - b) **Title Insurance Premiums** screen, verify the **Policy code**
 - c) **Endorsements** screen, verify all endorsements have been added
2. Navigate to the **Additional Title Charges** screen
3. Highlight the **Revenue Sharing Income Net (Gr Prem)** entry in the grid
4. In the **Charge** field, press the **F2** key; the system populates the correct amount



Update title \$1.00
Attorney Review \$1.00
Revenue Sharing Income Net (Gr Prem)
Revenue Sharing Income Net (Issue ...
Revenue Sharing Expense (In Family)
Owner's Title Premium - Outside Title
Loan Title Premium - Outside Title

Policy: Coverage amount:
Description: Revenue Sharing Income Net (Gr Prem)
Transaction code:
Issued date: (None) Effective date: (None)
Calculate Charge
Minimum charge:
Charge based on:
Multiplication %:
Adjustment: +/-
Charge: \$0.00 Taxable
Seller pay: %
Adjustment: +/-
Charge: \$3,468.00 Taxable
Line: REV.01 CSS

Press the F2 key to populate the amount

The **Revenue Sharing Income Net (Issue Office Share)** and **Revenue Sharing Expense (In Family)** entries populate with the applicable amounts.

Attorney Review	
Revenue Sharing Income Net (Gr Prem)	\$3,468.00
Revenue Sharing Income Net (Issue Office Share)	(\$1,942.08)
Revenue Sharing Expense (In Family)	(\$1,525.92)
Owner's Title Premium - Outside Title	

5. Click the **CSS** link to navigate to the **Statement Charges** screen

