



# COMMISSION PAYROLL REQUEST (for Loan Officers)

**ALL PAYMENTS WILL BE MADE  
FROM YOUR OPERATION  
ACCOUNT.**

Funds are deducted on:  
Regular Payroll Run – Friday (payday)  
Commission Payroll Run – 15<sup>th</sup> of the month

DATE: \_\_\_\_\_

AFFILIATE OFFICE ID # \_\_\_\_\_

BRANCH MANAGER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_@SHOREMORTGAGE.COM

Payee - Loan Officer: \_\_\_\_\_

**ITEMIZED CLOSING TO BE PAID ON:**

Loan No.	Closing Date	Disbursement Date	Total Commission Earned
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
<b>TOTAL GROSS EARNINGS</b>			\$ _____
<b>LESS Affiliate Advances to be Deducted from Net Check</b>			\$ _____

\_\_\_\_\_  
Branch Mgr. Signature

**For Accounting Use Only**  
 Received: \_\_\_\_\_  
 Receipts: \_\_\_\_\_  
 Code Review: \_\_\_\_\_