

1. Notice of upcoming billing goes out on or around June 1<sup>st</sup> to MLS members.
2. The second week of June MLS fees invoices are emailed include Payment of Financial Obligations policy in message on invoice.
3. Notice of MLS fees billing remains on Flex Broadcast Message and the Daily Update
4. Approximately 1 week prior to due date, July 15<sup>th</sup> resend all unpaid invoices via QuickBooks.
5. 1 day before July 15<sup>th</sup> resend all unpaid invoices via QuickBooks
6. Full payment is due July 15<sup>th</sup>.
7. Fees are delinquent July 16<sup>th</sup>, \$50 + GRT fee applied to invoice
8. Email members, individually, who have past due MLS fees invoices. Advise payment is past due, late fee assessed, include link to invoice for payment, include Payment of Financial Obligations policy
9. Approximately 1 week before August 1<sup>st</sup> email all past due members, CC their QB, and advise of membership suspension if payment is not received by August 1<sup>st</sup>, include Payment of Financial Obligations policy
10. 1 day before August 1<sup>st</sup> email all email all unpaid members, CC their QB, and advise of membership suspension if payment is not received by August 1<sup>st</sup>, include Payment of Financial Obligations policy
11. On August 1<sup>st</sup> members with unpaid MLS fees invoices are suspended, an additional \$50 + GRT fee is applied to invoice.
12. Email all past due members, CC their QB, advise them of their membership suspension. Include in email Nonpayment of Financial Obligations from bylaws.
13. Email QB of past due members, advise them of the membership suspension of their licensees.
14. At 30 days past due (August 15<sup>th</sup>) email reminder invoice notice. Include in email Nonpayment of Financial Obligations from bylaws.
15. At 60 days past due (September 15<sup>th</sup>) email reminder invoice notice. Include in email Nonpayment of Financial Obligations from bylaws.
16. Prior to 90 days past due include on the Board of Directors meeting agenda Executive Session to discuss the termination of member's membership.
17. If membership is terminated send letter by email and by certified/return receipt mail advising of termination, reinstatement process, etc. CC via email to the QB. If QB still holds license they must return it to the commission for inactivation or the QB becomes responsible for the invoice.