

## **Billing Procedures**

**BAREIS MLS® billing is done quarterly. Statements are mailed out and due on the following dates:**

1st Qtr 2011 Mailed <b>November 15, 2010</b>	Due on <b>December 15, 2010</b>
2nd Qtr 2011 Mailed <b>February 15, 2011</b>	Due on <b>March 15, 2011</b>
3rd Qtr 2011 Mailed <b>May 13, 2011</b>	Due on <b>June 15, 2011</b>
4th Qtr 2011 Mailed <b>August 15, 2011</b>	Due on <b>September 15, 2011</b>
1st Qtr 2012 Mailed <b>November 15, 2011</b>	Due on <b>December 15, 2011</b>

### **Payments**

Payments can be made in person, mailed, faxed, emailed, online or auto-debit.

- **In Person:** You can walk in your Cash, Check, Visa or MasterCard\*\* payment into any of our BAREIS Service Center locations.
- **By Mail:** You can mail your check, Visa or MasterCard\*\* payment to the following address.  
BAREIS MLS®  
PO Box 3367  
Santa Rosa, Ca 95402
- **By Fax:** You can fax your Visa or MasterCard\*\* payment to one of the following fax numbers:  
Attn: Accounting  
(707) 577-0140 or (707) 577-8448
- **By Email:** You can scan in the signed credit card form and email your Visa or MasterCard\*\* payment to one of the following email addresses: [Kris@norcalmls.com](mailto:Kris@norcalmls.com) or [Linda@norcalmls.com](mailto:Linda@norcalmls.com)
- **On Line:** You can make your Visa or MasterCard payment online by logging in to the BAREIS MLS® Rapattoni system and clicking on *Pay or View BAREIS Statement* on the home page.  
*Please note that suspended or inactive members cannot pay online.*
- **Auto-Debit:** You can set up automatic payments to be billed directly to your Visa or MasterCard by submitting a *Quarterly Credit Card Authorization* form found on BAREIS.com.

\*\* For credit card payments you can use either the BAREIS *Credit Card Authorization* form or fill out the credit card section on the back of your BAREIS statement.

### **Why do I pay my BAREIS bill before the quarter starts?**

Service fees are billed quarterly and invoices are mailed a month in advance of the due date. The rate that BAREIS is charged by the vendors of the MLS database system is based on the number of members with access. In order to determine what BAREIS is charged, an accurate number of subscribers are needed prior to the beginning of the quarter.

### **I am doing my taxes. How can I get a print out of the service fees I have paid?**

You can print out a billing history report by logging in to the BAREIS MLS® Rapattoni system and clicking on **Links > Links & Documents > Pay or View BAREIS Statement**. After you log in to the BAREIS payment center, you have the choice between a **One Year Invoice History** report or the **Previous Year Invoice History** report.