

2017 Billing Procedures

BAREIS MLS® service fees are billed quarterly. Statement notices are emailed out and due on the following dates:

1st Quarter	Emailed November 9th	Due December 9th	2nd Quarter	Emailed February 10th	Due March 13th
3rd Quarter	Emailed May 10th	Due June 9th	4th Quarter	Emailed August 10th	Due September 11th

Paper Statements are available by written request and incur an additional fee of \$5.00 per quarter.

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

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 your signed credit card form and email to:

accounting@norcalmls.com

On Line: You can make your Visa or MasterCard payment online 2 ways:

By logging in to the BAREIS MLS® Rapattoni system and clicking on *Pay or View BAREIS Statement* on the home page (*Only Active members will be able to pay this way*)

OR

By going to www.bareis.com, highlight the Membership Tab, click on Pay Bill, Log in with your MLS ID and Password (*Only Active and Suspended members will be able to pay this way*)

Credit Card Forms: BAREIS Credit Card Forms are found on www.bareis.com. Highlight the Membership Tab, Click on Credit Card Forms:

For a **one-time payment**, select *Credit Card Authorization Form*

For **Auto-Pay**, select *Quarterly Credit Card Authorization Form*

Auto-Pay: 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 www.bareis.com. Payments are processed before billing is sent out.

By Phone? BAREIS MLS® does not accept payments over the phone.

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

Service fees are billed quarterly and invoices are sent 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 printout of the service fees I have paid?

You can print out a billing history report by logging in to the online payment site.

For a **year-to-date history**, choose *One-Year Invoice History*

OR

For a **specific calendar year**, choose *Previous Year Invoice History*, then select the year you need from the drop-down menu.