



GEPAR

GREATER EL PASO ASSOCIATION of REALTORS®

2021 QUARTERLY BILLING SCHEDULE

1ST QUARTER BILLING **KEYCARD – JAN, FEB & MAR / LOCKBOX – OCT, NOV & DEC**

- 11/13/2020 - INVOICES POSTED – EMAIL TO AGENTS INVOICES READY TO VIEW & PAY ONLINE
- 11/30/2020 - 1ST QUARTER PAYMENTS DUE**
- 01/04/2021 - SUSPENSION AND \$50.00 RECONNECT FEE
- 02/01/2021 - SUSPENSION OF OFFICE IF MEMBERS ARE PASTDUE W/ACTIVE LICENSE.
- 03/01/2021 - TERMINATION OF OFFICE IF MEMBERS ARE PASTDUE W/ACTIVE LICENSE.

2ND QUARTER BILLING **KEYCARD – APR, MAY & JUN / LOCKBOX – JAN, FEB & MAR**

- 02/15/2021 - INVOICES POSTED – EMAIL TO AGENTS INVOICES READY TO VIEW & PAY ONLINE
- 02/26/2021 - 2ND QUARTER PAYMENTS DUE**
- 04/01/2021 - SUSPENSION AND \$50.00 RECONNECT FEE
- 05/03/2021 - SUSPENSION OF OFFICE IF MEMBERS ARE PASTDUE W/ACTIVE LICENSE.
- 06/01/2021 - TERMINATION OF OFFICE IF MEMBERS ARE PASTDUE W/ACTIVE LICENSE.

3RD QUARTER BILLING **KEYCARD – JUL, AUG & SEP / LOCKBOX – APR, MAY & JUN**

- 05/14/2021 - INVOICES POSTED – EMAIL TO AGENTS INVOICES READY TO VIEW & PAY ONLINE
- 05/31/2021 - 3RD QUARTER PAYMENTS DUE**
- 07/01/2021 - SUSPENSION AND \$50.00 RECONNECT FEE
- 08/02/2021 - SUSPENSION OF OFFICE IF MEMBERS ARE PASTDUE W/ACTIVE LICENSE.
- 09/01/2021 - TERMINATION OF OFFICE IF MEMBERS ARE PASTDUE W/ACTIVE LICENSE.

4TH QUARTER BILLING **KEYCARD – OCT, NOV & DEC / LOCKBOX – JUL, AUG & SEP**

- 08/13/2021 - INVOICES POSTED – EMAIL TO AGENTS INVOICES READY TO VIEW & PAY ONLINE
- 08/31/2021 - 4TH QUARTER PAYMENTS DUE**
- 10/01/2021 - SUSPENSION AND \$50.00 RECONNECT FEE
- 11/01/2021 - SUSPENSION OF OFFICE IF MEMBERS ARE PASTDUE W/ACTIVE LICENSE.
- 12/01/2021 - TERMINATION OF OFFICE IF MEMBERS ARE PASTDUE W/ACTIVE LICENSE.

NO EXCEPTIONS FOR ANY RECONNECT FEES OR LATE FEES